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IMPLEMENTATION GUIDE
FOR CHCS S/W VERSION 4.61
FOR WAM

D/SIDDOMS

CHCS II
COMPOSITE HEALTH CARE SYSTEM

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1.0 Introduction

Introduction

The Composite Health Care System (CHCS) implementation process involves the coordinated effort of the Medical Treatment Facility (MTF) and SAIC. The plans, decisions and schedules developed by each department and service in the MTF are critical to the success of this effort.

Due to the individuality of each site and the special requirements of specific workcenters, this implementation guide has been developed as a working document. The material included represents the combined efforts of experienced professionals who have successfully activated CHCS at other sites. The knowledge and experience gained from implementing CHCS in multiple Medical Treatment Facilities is documented to provide MTF personnel with guidelines and recommendations aimed at facilitating and expediting the implementation of CHCS as well as maximizing the benefits of the system.

The content is structured to provide a practical perspective of the implementation process. This is not a user's guide nor a functionality guide. The document highlights those areas which are most critical to the implementation process. The format of the Implementation Guide is designed to be flexible in order to accommodate future updates, corrections, and enhancements as CHCS applications are developed and expanded. This flexibility will also allow the document to be evaluated and revised as the implementation process is refined. After each implementation, once "lessons learned" (LL) are documented, they will be incorporated into the document. This document can then be used at future site activations.

The following guidelines provide Workload Assignment Module Menu (WAM) personnel with a suggested implementation process. It is recommended that each facility take this generic guide and use it as a reference to complete a concise implementation plan that addresses site-specific concerns.

1.1 Purpose of this Document

This document is intended as a tool to guide site personnel who are responsible for implementing the CHCS WAM module. The target audience may include the following:

- Site Personnel Involved in Implementing WAM: MEPRS Office Supervisors, Software Specialists, Resource Management, EAS and STARS/FL personnel
- MEPRS Office and other personnel involved in workload reporting
- CHCS POCs from various Departments who want to become familiar with WAM

- SAIC Implementation Specialists
- Military personnel advising a site on WAM implementation (ex: MILDEPs)

This Implementation Guide (IG) is different from the typical IG written for subsystems such as Pharmacy or Lab. These IGs cover the CHCS implementation process as a whole since each function must come up in sequence. WAM is primarily an interface with external systems and activated after CHCS core subsystems are up and running. Therefore, this guide will not detail the process of bringing up CHCS as a whole and will concentrate primarily on activation of the WAM module. Integration with other subsystems will be discussed only as they apply to WAM functions.

1.2 Use of this Document

This document can be used as a reference for steps in implementing the WAM system at the site. The phases of implementation are summarized below. Specific recommendations relevant to WAM will be covered in detail throughout this document.

A smooth activation is largely determined by the time and commitment to the following phases.

1.2.1 Planning Phase

The planning of the WAM, or any CHCS subsystem, implementation is critical to its success. The site personnel and any outside resources, such as SAIC employees or MILDEP resources, who will be involved in implementing WAM must communicate prior to the WAM activation. This section will contain information regarding decisions that must be made prior to the activation and the "who, what, when and how" is identified for File and Table (F/T) Building and other implementation activities.

1.2.2 Pre-Activation

This phase requires specific tasks to be completed prior to activation in order to meet the activation schedule. The timeliness/schedules for this period will be site/work center specific based on size, services, and requirements of the work center. Activities that are required include:

1. File and Table Building
2. Training of Personnel

Specific tasks necessary to prepare for the WAM activation are detailed in Section 3.

1.2.3 Activation

This is when the WAM subsystem becomes operational, and users are on-line with the WAM functions.

1.2.4 Facilities Management

Once the activation is complete, it is the responsibility of the facility to take over the management of WAM. This includes the maintenance of files and tables, ongoing training of personnel and trouble shooting.

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2.0 Overview of WAM Subsystem

This section will give an overview of the purpose, concept, and functions for the CHCS Workload Assignment Module (WAM).

2.1 Concept/Purpose of WAM

First, we will review some of the background leading to the creation of the WAM module on CHCS. MTFs are required to provide reports on their facility's workload to the DoD for economic analysis. The Medical Expense and Performance Reporting System (MEPRS) codes are used as a system of accounting for workload in the MTFs. CHCS provides workload reports with MEPRS code accounting for various workcenters and functions in the MTF. However, the final workload reports sent to the DoD encompass more than the workload that is gathered in CHCS and cannot be transferred to the DoD computer systems without the WAM interface.

The tri-services use the Expense Assignment System (EAS), a separate computer system from CHCS, to produce their workload reports to the DoD. In addition to EAS, the Navy uses the Standard Accounting and Reporting System/Field Level (STARS/FL) system. The final monthly workload data is sent from the Navy site's STARS/FL system to the STARS/FL Central Repository.

In order to report workload to the EAS and STARS/FL (Navy only) systems, MEPRS personnel have had to print the CHCS workload reports and key the workload information into the other systems. WAM will automate the transfer of the CHCS workload data from CHCS to the EAS and STARS/FL systems. Therefore, CHCS workload will no longer need to be re-keyed into the other "off-board" systems. This will reduce possible inaccuracies due to human error, provide timely workload reporting as well as further automate the workload reporting process.

The Workload Assignment Module (WAM) project is tri-service (Army, Air Force and Navy). References to NASDI refer to the **NEW** Automated System Data Interface (NASDI) which is another term used to refer to WAM functions. The STARS/FL system is used by the Navy only. Any references to STARS/FL will only concern Navy sites.

WAM standardizes and streamlines MTF workload reporting. DoD and Service specific Business Rules have been automated to provide consistent data collection and reporting among all MTFs. This requires cooperation and accuracy at all levels in order to ensure that the data sent to the off-board systems is timely and reliable.

2.2 Summary of WAM Functions

WAM will now **require** most MEPRS personnel in the MTF to use CHCS directly for the first time. This is likely a new experience for most users, since prior to the WAM module, they were not required to use CHCS, except perhaps for electronic mail. Learning to use a new system can be challenging at first, but it will become easier as personnel become more familiar with WAM through training and practice. CHCS involves all the major workcenters and most of the hospital personnel. Therefore it is recommended that new WAM users receive an overview of CHCS as a whole to become familiar with how WAM integrates with other CHCS subsystems.

This section will summarize the WAM functions on CHCS.

2.2.1 WAM Access on CHCS

WAM will appear on the CHCS Core Menu along with the other primary subsystem options. System Specialists are usually the only users with the Core Menu. The WAM menu option would appear as follows when part of the Core Menu:

DAA Data Administration Menu
PAD PAD System Menu
PAS PAS System Menu
MSA MSA System Menu
CLN Clinical System Menu
DTS Dietetics System Menu
LAB Laboratory System Menu
PHR Pharmacy System Menu
RAD Radiology System Menu
WAM Workload Assignment Module Menu
MCM Mass Casualty Menu

The option is bolded above for emphasis. The typical WAM user will either have the WAM option as a primary menu option or as a secondary menu option. User access for the WAM menu option is determined by the site based on user needs.

The main WAM subsystem option and several other WAM options beneath it are locked with security keys. User menus will vary depending on what access is needed to meet their needs. Specifics on user menus and security keys are covered in detail later in this document.

2.2.2 Files Exchanged Between WAM and other Systems

WAM functions can be summarized as follows:

1. Files from the remote system(s) (EAS, and STARS/FL for Navy) to support the WAM interface are incorporated into CHCS. Data Transfers from EAS are **automated**. Data Transfers from STARS/FL (Navy only) are **manual**.

2. Workload information is collected in CHCS (via subsystem generated workload data collected in CHCS and manually entered data). WAM users will verify workload accuracy and approve the workload data CHCS before the data is transferred to EAS or STARS/FL (Navy only).

3. The CHCS workload data is transferred to EAS and STARS/FL (Navy only). This transfer is facilitated by an Interface (tools which make the two systems "shake hands" and exchange information). NOTE: When supporting a Navy facility, the STARS/FL ASCII file must be generated prior to the EAS ASCII file being generated in order for both data file creations and transfers to be successful.

4. Any problems or discrepancies in the exchange of information going to EAS or STARS/FL is screened through the interface and reported back via the WAM module.

5. WAM operates within a 3 Month Window Period: The **current month**, **reporting month**, and **prior month**. This is discussed in more detail during WAM training.

DATA EXCHANGE BETWEEN CHCS AND EAS (and STARS/FL)

CHCS provides the mechanism for the interface of information between itself and the EAS and the STARS/FL systems. The Electronic Transfer Utility (ETU), is the "go between" to facilitate the exchange of information on this interface. The ETU will be mentioned from time to time in discussions of WAM functions in this guide. A detailed technical description on the ETU and its processes may be found in Appendix B.

Stepdown Assignment Statistics (SAS) are used by the EAS system to track the number of occurrences for a particular statistic or event that occurs within a number of work centers or to track the workload performed within a particular workcenter in an MTF.

The SAS code is a service specific three-digit number. SAS codes must be mapped to specific MEPRS codes. The exchange of workload data between CHCS and EAS is based on SAS information stored in the WAM module of CHCS. The SAS information is updated

periodically by the EAS system with retransmission of the EAS ASD File and the EAS SAS Detail file.

The Navy uses Cost Account Codes and Workload Job Order Numbers (CAC/WJON) information to define workload on the STARS/FL system. The data exchange between STARS/FL and CHCS is based on CAC and WJON codes specified in the Master Element Table. This information is periodically updated from the STARS/FL system in the form of a new Master Element Table and incorporated into CHCS.

SAS CODE REDEFINITIONS

Starting with FY98, SAS code definitions may change from fiscal year to fiscal year for WAM. This is known as SAS Code Redefinition. To support SAS Code Redefinitions, a new field was added to the NASDI Core (#8185) and SAS Detail (#8185.1) Files. These fields allow data to be stored for two fiscal years. A user can create the edit templates for the current fiscal year using that year's business rules and data. The user can also review, edit, approve and transmit workload data to EAS for the previous fiscal year (ie. September data) using the associated business rules and data for that year.

A. Files sent to CHCS from EAS and STARS/FL

CHCS needs some information from the EAS system to facilitate the interface. This is provided in two files from EAS:

1. ASD File, an existing EAS file. This information is necessary to update site-definable (fourth level) MEPRS codes on CHCS.

2. SAS Detail File, an existing EAS file. This file will contain the latest Stepdown Assignment Statistics (SAS) used by the DoD so that MEPRS code reports can be mapped to the current SAS codes. CHCS updates its own SAS Detail File with the EAS information. This is used, in turn, for the automated creation of workload templates.

CHCS modifies the processing of the inbound EAS SAS file to populate the FY field in the CHCS SAS Detail File. The system derives the fiscal year from the EAS SAS file name and populates the fiscal year field for each valid data record.

The ASD Table and SAS Detail File are updated from time to time on the EAS system and sent across the interface to CHCS. CHCS "looks" for these updates nightly to find any changes and incorporates the changes into the WAM module.

"BLACKOUT PERIOD"
CHCS modifies the processing of the inbound EAS ASD and SAS files containing file names with a date of 26 through 31 so that the files are processed daily at a time defined by the site and sets a beginning effective calendar date (activation date) in CHCS for the first of the upcoming calendar month. For example, a file (A0124709.27) with a calendar date of 27 September 1997

will have a beginning effective calendar date of 01 October 1997. This approach allows additional time to review any exception messages generated by the processing of the inbound EAS ASD and SAS files and to correct the data prior to initializing on 01 October of the new fiscal year. Refer to Appendix G for more information.

The STARS/FL (Navy only) system must also supply CHCS with information. This is only one file:

1. A Master Data Element File is input into CHCS from STARS/FL (file is entered using a manual method). STARS/FL uses Cost Account Codes (CAC). This file provides guidelines for the workload data collection in the WAM module.

This file must be supplied to CHCS initially once the WAM module is activated. After this, unlike the EAS files, it is updated infrequently (once at the end of the Fiscal Year). The STARS/FL file must be loaded manually into CHCS from a diskette or by FTP to the CHCS system. The file is then incorporated into the WAM module.

B. Files Sent from CHCS to EAS and STARS/FL

Two files containing workload data must be sent to the EAS and the central STARS/FL systems each month. They are the EAS Workload ASCII file and the STARS/FL Workload ASCII file.

NOTE: The STARS/FL ASCII file must be created **prior** to the EAS ASCII file creation. The EAS ASCII file creation will force the template status to change from "A" to "T".

This section will describe the "what" of the file creation and transfer process to provide the reader with an overview of the systems' interaction. The specific directions on "how" the appointed site POC must do this will be provided in section 3 of this document.

EAS requires a monthly ASCII file from CHCS: the SAS Workload File. This will be a report compiling all of the workload information available from CHCS to EAS. Follow-on updates may be sent if necessary as re-transmitted files.

The STARS/FL system also receives a monthly file from CHCS. This is sent to the STARS/FL Central Repository system located in Pennsylvania where workload data from all Navy sites worldwide is collected.

C. CHCS Files to Support WAM

There are four new Data Administration (DA) files that have been created on CHCS in Version 4.5 to support the WAM Interface. These are the:

8185	NASDI Core File
8185.1	SAS Detail File*

8185.2 NASDI STARS/FL Master Data Elements File
8185.3 NASDI Business Rules File

* Though this file has the same name as the EAS file imported to CHCS, this is a separate file created within CHCS based on data transmitted from EAS.

In addition to the files listed above, five new PAD (Patient Administration) files have been created to support WAM:

8047 NASDI Exceptions
8046 WAM SAS
8048 WAM Site Parameters
8049 NASDI Workload
8048.1 NASDI Exceptions Category

Descriptions of these files are detailed in File/Table Details portion (Section 4) of this Implementation Guide.

2.2.3 WAM Options: Summary of Functions

The WAM options provide for the following basic functions necessary for the interface:

1. Maintenance and parameter settings for WAM functions. Parameter settings will normally be accessed and input by supervisory and/or software specialists. Once setup, the settings should not have to be changed.

2. Review and edit of WAM Workload data to be sent to EAS and STARS/FL (Navy only). Templates are provided to verify and update workload information before it is sent across the interface.

3. Review of Workload reports from CHCS. Options for printout and display of various workload reporting from CHCS subsystems are provided.

4. Options to initiate file transfer to EAS and STARS/FL (Navy only) systems. Note: Always create the STARS/FL ASCII file prior to the EAS ASCII file because the EAS ASCII file creation will change the template status from "A" (Approved) to "T" (Transmitted) thus preventing the transmission of the STARS/FL file.

5. Options to generate reports of discrepancies/occurrences in the information transferred on the interface.

WAM options will be shown in section 2.3 of this document, Detail of WAM Functions.

2.3 Detail of WAM Functions

This Implementation Guide is not intended to be used as a complete reference manual or detailed technical description of every WAM option. Other documents such as the WAM Training Guide (TC-4.5-0591) and user Reference Manual (TC-4.5-0750) can be consulted as references for WAM information not covered in this Implementation Guide. The level of detail in this IG provides a foundation for the implementation process.

2.3.1 WAM Menus and Options

The Core WAM options are listed below. The security key DGNAS USER (and DGNAS NAVY USER for Navy sites) is necessary for access to the WAM options. Additional options locked with security keys are noted below.

1 Edit Workload
2 Report Workload Menu *
3 Display Exceptions Report
4 Manage Workload Templates **
5 System Definition Parameters **
6 Create Monthly Workload ASCII File to EAS **
7 Create Monthly Workload ASCII File to STARS/FL ***

* Navy workload reports within this menu option are locked with DGNAS NAVY USER security key
** Locked with DGNAS MANAGER security key
*** Locked with DGNAS NAVY MANAGER security key

Option 1: Edit Workload

This option allows the user to enter, edit or view workload for one, many or all SASs via the workload templates. Templates contain both system-generated workload data and user-entered data. The Edit Workload option is accessed by Division. The user is prompted to select a subsystem:

- Inpatient (View Only, no edit except SAS 011, 010 and 880)
- Outpatient
- Ancillary
- Dietetics
- Pharmacy
- Laboratory
- Radiology
- Support Services

The specific month/year is then entered. Next, the SAS codes (and for Navy, CAC/WJON codes) associated with the selected subsystem are displayed for selection. The user may select the desired SAS code(s) to edit by using the up and down arrows to place the cursor on the SAS code(s) and pressing the select key when the cursor is on the SAS codes you wish to edit. When the SAS code(s) has/have been selected an asterisk (*) will appear by the SAS(s). To de-select a SAS simply put the cursor on the SAS you want to de-select and press the select key again. This will remove the asterisk (*) indicating that the SAS(s) has been de-selected. Pressing the Return key will allow the user access to the workload templates for the selected SAS codes. Pressing the F11 key will select all of the SAS codes for that subsystem.

Each SAS code has a corresponding template which displays the MEPRS workload to be collected for the subsystem. There are various categories of templates which will be explained later in more detail. The templates are available for workload to be reviewed, edited and eventually collected and transferred through the interface to EAS and STARS/FL (Navy only).

Option 2: Report Workload Menu

This option allows users to access various workload reports containing CHCS workload report data as well as reports relevant to WAM. Sub-options on the Report Workload Menu are:

1 EAS SAS Workload Report
2 SAS Status Report
3 Delinquency Report
4 Display Exceptions Report
5 Ancillary CHCS MEPRS Report Menu

    1 LAB Division MEPRS Report
    2 LAB Group MEPRS Report
    3 PHR Medical Expense and Performance Report
    4 PHR MEPRS Group Report
    5 RAD MEPRS Group Report
    6 WAM Radiology MEPRS Report

6 Non-ancillary CHCS MEPRS Report Menu

    1 Disposition MEPRS Report
    2 Worldwide Workload Report-Print/Reprint
    3 HRS of Svc in ICU's by Ref MEPRS Cln Svc Report
    4 Inpatients by MEPRS Report
    5 MEPRS/Provider Days
    6 Monthly MEPRS Detail Report
    7 Monthly MEPRS Report
    8 Patient Inactive MEPRS Summary

7 STARS/FL Subsystem Workload Report

Descriptions of newly introduced WAM reports are included in Appendix A.

Option 3: Display Exceptions Report

This option is used to generate the Exceptions Report by division or group for a particular range of days. The Exceptions Report documents and records the transfer of incoming and outgoing files, indicates possible file edits and errors, and captures other specific WAM related information. The following categories may be chosen for report review:

1 - EAS ASD FILE EXCEPTIONS
2 - EAS SAS FILE EXCEPTIONS
3 - STARS/FL CAC/WJON FILE EXCEPTIONS
4 - WAM FILE SYNCHRONIZATION ERRORS
5 - CAC/WJON PROCESSING IN DWAM
6 - SAS PROCESSING IN DWAM
7 - INVALID MEPRS IN DWAM
8 - WORKLOAD DEVIATIONS
9 - WORKLOAD DELINQUENCIES
10 - TEMPLATE STATUS
11 - STARS/FL ASCII FILE CREATION
12 - EAS ASCII FILE CREATION

The designated WAM user must be trained on how to review and interpret the Exceptions Report and take the appropriate action when necessary. This is discussed in Module 1 and covered in detail in Module 2 WAM training.

See Appendix D for more information on reading Exception Report messages.

Option 4: Manage Workload Templates

This is a supervisory option used to Initialize and Approve the WAM workload templates. Templates containing workload data for transmission to EAS and/or STARS/FL (Navy only) are managed via this option. This option must be done for each division.

In order for workload to be generated on the WAM templates, the templates must be Initialized. After initializing the templates for the current month, the WAM user can run the EAS SAS Status Report to verify that all SAS’s are in "I" (Initialized) status. Templates must be initialized before data collection can take place.

If this option is used to batch Approve templates, the Workload Coordinator should verify on the SAS Status Report that the appropriate templates are in the "W" (Waiting Facility Coordinator's Approval) status. Only templates in the "W" status will have a status change to "A" (Approved for Transmission).

Option 5: System Definition Parameters

This is a supervisory option used to activate WAM as well as to set WAM parameters. The WAM module is activated in this option. This option also allows for the parameters for various WAM processes to be set in order to meet the site's specific needs. WAM activation and parameter settings are specific to each division.

Option 6: Create Monthly Workload ASCII File to EAS

This supervisory option allows the authorized WAM user to initiate the creation of the EAS ASCII file that is to be sent to the EAS system. The EAS ASCII file contains system generated and manually entered workload to be reported. Option 6 must be done from the lead/parent division and is locked by the DGNAS MANAGER security key.

The compiled workload data from CHCS is sent monthly in an ASCII file protocol (a means of making the information compatible for transfer to EAS). The Electronic Transfer Utility (ETU) is the tool used to send this file across the interface.

At Navy sites, this option should be completed **after** Option 7: Create Monthly Workload ASCII file to STARS/FL because creation of the EAS ASCII file changes the template statuses from "A" (Approved for Transmission) to "T" (Transmitted).

Option 7: Create Monthly Workload ASCII File to STARS/FL

This supervisory option allows the authorized WAM user to initiate the creation of the STARS/FL ASCII file that is to be sent to the STARS/FL Central Repository. The STARS/FL file contains system generated and manually entered workload to be reported. Option 7 must be done from the lead/parent division and is locked by the DGNAS NAVY MANAGER security key. This option is only necessary at Navy sites where the STARS/FL system is used.

The compiled workload data from CHCS is sent monthly in an ASCII file protocol (a means of making the information compatible for transfer to STARS/FL). The Electronic Transfer Utility (ETU) is the tool used to send this file across the interface.

Option 7 should be done **prior** to Option 6.

The specific instructions on entering parameter settings, the sequence for processing files and other activation tasks will be detailed later in this IG.

2.3.1.1 Other WAM options: Data Administration and TaskMan Menus

A. DWAM

A new menu has been added (in CHCS version 4.5) to the Data Administration Menu (DAA) to support WAM. NOTE: In most instances DWAM will be a secondary menu option. Selected site specified Supervisory Personnel will be given DWAM as a secondary menu option.

The menu path via the Core Menu is shown below:

Menu Path: CA --> DAA --> DWAM

DWAM	DOD Workload Assignment Module Menu
SEDT	SAS Detail Enter/Edit
SINQ	SAS Detail Inquiry
SPRN	SAS Detail Print
CEDT	CAC/JON Enter/Edit
CINQ	CAC/JON Inquiry
CPRN	CAC/JON Print

These DWAM options are provided as a **backup** for updating the SAS and CAC/WJON codes or for retrieving this data if the usual WAM interface were temporarily disabled. Normally, the Electronic Transfer Utility (ETU) facilitates the transfer of updates from EAS. If this were not possible, DWAM could be used to manually update SAS and CAC/WJON parameters necessary for WAM workload data. **SAS and CAC/WJON information entered through the DWAM pathway is temporary and is only active for 30 days.**

In DWAM, the following SAS options (SEDT, SINQ, SPRN) allow the user to enter, edit, inquire and print SAS information used to define workload for WAM that will be sent to EAS. The SAS options allow for editing and viewing of SAS's at a division level.

SEDT - SAS Enter/Edit Option

This option allows the user to enter or edit SAS codes and SAS code information.

At the fiscal year prompt the user can enter a "?" for a list of valid fiscal years and the appropriate fiscal year can be selected OR the valid fiscal year can be entered. Data can be edited for either of the two stored fiscal years.

Once the fiscal year has been entered, a valid SAS code must be entered and a SAS/DMIS combination should be selected. The system displays the existing SAS Detail Data screen.

A site POC name and phone number can be entered for each SAS through SEDT. Entering a POC name and number would be necessary if your site determines that a WAM POC should

receive e-mail bulletins indicating workload data verification is delinquent. Specific details on entering a POC name and number are described in Section 3.

SINQ - SAS Inquiry Option

This option allows the user to inquire about specific SAS's and print the SAS information if needed.

At the fiscal year prompt the user can enter a "?" for a list of valid fiscal years and the appropriate fiscal year can be selected OR the valid fiscal year can be entered. Data can be viewed for either of the two stored fiscal years.

Once the fiscal year has been entered, a valid SAS code must be entered and a SAS/DMIS combination should be selected. Once a SAS/DMIS combination has been selected, the system prompts for a DEVICE. Information can be printed about an individual SAS code either to the screen or to a printer. The fiscal year is displayed in the header below the report name.

SPRN - SAS Print Option

This option allows the user to print SAS information.

At the fiscal year prompt the user can enter a "?" for a list of valid fiscal years and the appropriate fiscal year can be selected OR the valid fiscal year can be entered. Data can be printed for either of the two stored fiscal years.

Once the fiscal year has been entered, the system prompts for a DEVICE and can be printed either to the screen or to a printer. The fiscal year information prints in the header below the report name. This option will print information for all SAS's.

In DWAM, the following CAC/JON options (CEDT, CINQ, CPRN) allow the Navy user to enter, edit, inquire and print SAS information used to define workload for WAM that will be sent to the STARS/FL Central Repository.

CEDT - CAC/JON Enter/Edit Option

This option allows the user to enter or edit CAC/JON codes and CAC/JON code information.

To use this option, the user must be logged into a Group Division. The system will prompt for an OB-UIC code. The user can enter a "?" for a list of valid OB-UICs or chargeable UIC codes OR the appropriate OB-UIC or chargeable UIC can be entered.

Once the OB-UIC or chargeable UIC has been entered, the system will prompt for a WJON-SN code. Once a valid WJON-SN code has been entered, CHCS will display the existing CAC/JON Enter/Edit screen. Only data for the CURRENT FISCAL YEAR can be edited.

CINQ - CAC/JON Inquiry Option

This option allows the user to inquire about specific CAC/JON codes and print the CAC/JON information if needed.

The system will prompt for a fiscal year. The user can enter a "?" for a list of valid fiscal years and the appropriate fiscal year can be selected OR a valid fiscal year can be entered.

Once a valid fiscal year and WJON-SN code has been entered, the system will prompt for a DEVICE. Information can either be printed to the screen or to a printer. Information can be printed about an individual CAC code.

CPRN - CAC/JON Print Option

This option allows the user to print SAS information.

The system will prompt for a fiscal year. The user can enter a "?" for a list of valid fiscal years and the appropriate fiscal year can be selected OR a valid fiscal year can be entered.

Once a valid fiscal year has been entered, the system will prompt for a DEVICE. Information can either be printed to the screen or to a printer. The fiscal year is printed in the header below the report name. This option will print all CAC codes.

B. TASKMAN

Taskman is usually the responsibility of the site System or Software Specialist. There are some system tasks associated with the WAM module that involve Taskman options in order to allow the import of file updates from the EAS and STARS/FL systems.

This brief description of Taskman is provided in order to provide WAM users with a general overview of the use and purpose of the Taskman options required for WAM. Prior to WAM activation, confirm that the System or Software Specialist is aware of the necessity to set up the following Taskman options for WAM.

THE THREE TASKMAN OPTIONS:

DOD ASD UPDATE
DOD CAC-JON UPDATE
DOD SAS DETAIL UPDATE

CHCS gets the ASD File and SAS Detail File from EAS automatically via the FTP/ETU. These two files are placed in the CHCS Import Directory. The STARS/FL Master Data Element Table is manually loaded into the CHCS Import Directory (diskette, tape, etc.) The STARS/FL file (Master Data Element File) is usually only sent once a year. Once these files are located in the

Import Directory there are three Taskman options to be scheduled. These Taskman options will incorporate the files for WAM use.

The EAS ASD File and SAS Detail File may need updates from time to time. The ETU parameters are set to look for EAS updates nightly. If there are no updates, there is no change to the existing EAS ASD File and SAS Detail File. However, if there are updates, the ETU will transfer the updates from EAS to the CHCS Import Directory. Any updates to the STARS/FL Master Element Table will need to be entered manually (via diskette, tape, etc.) to the CHCS Import Directory. Again the three Taskman options look for these updates in the CHCS Import Directory and incorporate them into the WAM module.

The three Taskman options must be scheduled for "NOW" when WAM is initially activated. The Taskman options must be scheduled in the order listed below. This will force the incorporation of the ASD File, SAS Detail File and Master Element Table into CHCS for WAM use. After each Taskman task has been scheduled, it is important to verify the start and the completion of the task, as well as check the WAM Exceptions Report (Categories 1-4) to check for possible file exceptions.

After the three Taskman options have run to completion, it is imperative to reschedule the tasks to run nightly.

The necessary options for these functions are listed below:

Menu Path: TM ---> STT

TM	Taskman Menu
STT	Schedule/Unschedule TaskMan Tasks
	DoD ASD Update
	DoD CAC-JON Update
	DoD SAS Detail Update

Specific directions must be followed to initialize and set up these tasks when WAM is first activated. This initialization sequence, along with more details on associated tasks will be covered in the Implementation Activities section of this guide.

It is critical to emphasize the importance of following the guidelines for setting the Taskman parameters in order to ensure proper functioning of the WAM module.

In addition to the three Taskman options listed above, there are other Taskman options that are set up automatically by the WAM functionality. These tasks need to be monitored regularly so that the WAM functional processing will be complete. Refer to section 3.4.1.1 for details.

2.3.2 Workload Data Reported from WAM

After the files have been incorporated in CHCS for WAM use and the Workload Coordinator Initializes the templates, WAM collects workload data on templates. The templates may be thought of as the file drawers or the receptacles for workload data. These templates are split into workload subsystems (Inpatient, Outpatient, Ancillary, Dietetics, Pharmacy, Laboratory, Radiology, Support Services). Each template category has specific SAS and MEPRS codes appropriate for the site. Most of the workload data in the templates will be automatically generated from workload already collected in the CHCS functionalities. This is workload that can be viewed on the MEPRS reports. Data not collected by CHCS subsystems can be entered manually into the WAM templates.

MEPRS codes are assigned as Requesting MEPRS and Performing MEPRS on CHCS for the purpose of workload reporting. The clinical service or workcenter requesting procedures or processes in the MTF generates **Requesting MEPRS** code workload information. The workcenter performing the procedures or processes in the MTF generates **Performing MEPRS** code workload information.

System generated data comes from the CHCS subsystems. For example, workload statistics on the Pharmacy subsystem would be collected when doctors enter RX orders into CHCS and the pharmacy processes the order. The requesting MEPRS codes would be associated with the MEPRS code of the clinic from which the doctor ordered the RX. When the Pharmacy fills the RX the Pharmacy MEPRS code would be the Performing MEPRS code. This system generated workload is collected on CHCS and on the Pharmacy WAM template. In some cases, a workcenter performing a service may have to request work from another "performing" center. For example, one pharmacy may need another pharmacy to fill a forwarded prescription.

Some workload information is not system generated and therefore is not automatically collected on CHCS or on the WAM templates. For example, there is no CHCS subsystem or orders placed for Support Services such as housekeeping or square footage. As a result the Support Services workload data can be either entered directly to the EAS system **OR** can be entered manually into WAM templates for transmission with other workload to EAS. The template should already exist for the required SAS code if the EAS or STARS/FL (Navy only) tables are updated and built correctly. A MEPRS user would simply access the appropriate template and manually enter the statistics. Workload that is manually entered and does not change from month to month, such as square footage of floor cleaned, may be copied.

OUTPATIENT COST POOL (OCP)
System-generated OCP workload data is collected and reported for WAM for Air Force OCPs. The system populates WAM templates with OCP data for SAS's using clinic visit data stored for SAS 003. All OCP data is generated similarly to WAM 003 for requesting MEPRS codes.

Because EAS is an off-board system, OCP SAS's and their corresponding Performing and Requesting MEPRS codes should be defined in the EAS system prior to transmitting the codes to CHCS.

If an MTF only wants a portion of the workload of a workcenter to be reported under an OCP SAS, a separate MEPRS code must be created, WAM File and Table must be updated, and source data must be captured under the new code in order to collect data.

SOURCES OF CHCS WORKLOAD REPORTING

As explained above, the CHCS workload data is generated automatically from the various CHCS subsystems to create workload reports. This data is auto-generated and fed into the WAM template information for eventual transmission to EAS and STARS/FL systems. The CHCS-generated workload data may include the following types:

- Pharmacy
- Radiology
- Laboratory
- Dietetics
- Outpatient appointments
- Hrs. of Service in ICU
- Inpatient Information (admissions, bed days, etc.)

The data available may vary depending on the site's utilization of CHCS subsystems. For example, not all sites use the Dietetics subsystem on CHCS. Therefore Dietetics workload data would have to be input manually at those sites.

SOURCES OF NON-CHCS DATA FOR WORKLOAD REPORTING

Nonsystem-generated data not collected by CHCS subsystems (such as square footage or clean laundry) must be manually entered by WAM users. The appropriate template is accessed from the Edit Workload option on the WAM menu. The specific SAS or CAC/WJON (Navy only) needed for each template is tailored to the site needs based on the processes described earlier.

SUPPORT SERVICES WORKLOAD

This workload group allows the user to enter workload not captured by CHCS such as square footage. Some statistics for SAS's do not change month to month and will be copied automatically during the following month's "initialization" process in the EAS system.

WORKLOAD TEMPLATES ON WAM

Data is collected on the WAM templates during Initialization, Data Regeneration and at the End of the Month + 1 (EOM+1). Templates are categorized as Ancillary and Non-Ancillary.

Ancillary Templates:

- Radiology
- Laboratory
- Pharmacy
- Ancillary
- Dietetics

Non-Ancillary Templates:

- Inpatient
- Outpatient
- Support Services

The following is a sample of an ancillary template:

```
NH PORTSMOUTH VA
DMIS ID/UIC: 0124/N00183                      Date: 08May1996@0730
Fiscal Month/Year: Apr 1996                   Template Status: X
CAC: 4DAA   WJON: 0018364DAAA                 DOD SAS: 030

SAS:  420  Description: PHARMACY: RAW & WEIGHTED PROCEDURES
                    Performing MEPRS Code: DAAA
     Performance Factor/Raw Workload Total: 2216
Performance Factor/Weighted Workload Total: 3861.25

  MEPRS    Weighted    Raw                MEPRS    Weighted     Raw
  Code     Workload              Code     Workload
  -----    ---------   --------           -----    --------     --------
  AAAA       3175.95       1826           AABA         0.15            1
  AAEA         15.55         20           AAFA         0.00            0
  AAGA          0.00          0           AAIA         0.00            0
  AAJA          0.00          0           AAKA         0.00            0
  AALA        444.60        226           AAMA         0.00            0
  AAPA          0.00          0           AARA         0.00            0
  AASA          0.00          0           AAXJ         0.00            0
+ AAXO          0.00          0           AAXR         0.00            0

Next Screen    Prev Screen    Edit/View    Status    SAS   Quit
Allows editing or viewing of Requesting MEPRS workload   Press F10 to quit
```

The following is a sample non-ancillary template:

```
NH PORTSMOUTH VA
DMIS ID/UIC: 0124/N00183                    Date: 08 May 1996@0729
Fiscal Month/Year: Apr 1996                 Template Status: T
CAC:        WJON:                           DOD SAS: 003

SAS:  003  Description: TOTAL VISITS
                    Performing MEPRS Code: N/A
         Performance Factor/Workload Total: 152

  MEPRS      Statistic   MEPRS      Statistic   MEPRS      Statistic
  Code        Amount     Code          Amount   Code          Amount
  ---------  ---------   ---------   --------   ---------  ---------
  BAAA(4BAA)         71   BABA(4BAB)          1   BABG(4BAB)          0
  BACA(4BAC)         41   BAFA(4BAF)          0   BAGA(4BAG)          0
  BAGG(4BAG)          0   BAHA(4BAH)          0   BAJA(4BAJ)          0
  BALA(4BAL)          0   BAMA(4BAM)          0   BAMB(4BAM)          0
  BANA(4BAN)          0   BANG(4BAN)          0   BAOA(4BAO)          0
+ BAPA(4BAP)          1   BAPG(4BAP)          0   BAPJ(4BAP)          0

Next Screen    Prev Screen    Edit/View    Status    SAS   Quit
Allows editing or viewing of Requesting MEPRS workload   Press F10 to quit
```

As already mentioned, the data provided in the templates for editing may include system-generated and nonsystem-generated (manually entered) data. The MEPRS codes and SAS codes are not editable when the **Edit Workload** option is accessed from the WAM menu. This option is for the edit of statistical data. When editing ancillary templates, the user must edit both the weighted and raw workload for a particular MEPRS code. Radiology is an exception to this. The user can enter raw or weighted workload, whichever is appropriate for that procedure.

NOTE: Inpatient data (except death and third party collections-related data) cannot be edited within the WAM Edit Workload option. It must be edited through the PAD corrections management functions. For further detail on WAM template fields and editing of templates, refer to the WAM Training Guide (TC-4.5-0591).

GENERATION OF WORKLOAD DATA

Templates are essentially a frame-work for workload data collection. Although workload data is continually being collected on the CHCS functionality MEPRS reports, it does not continually populate the WAM templates. Workload is collected on the WAM templates in three ways: Initialization, Data Generation and/or the EOM+1. The “Generation” or “Regeneration” process takes place as explained below.

Templates must be "Initialized" (created) at the beginning of the current month. No data can populate WAM templates until they have been Initialized. After initialization, CHCS workload data does not populate the WAM templates again until another process called Data Generation (or Regeneration) takes place.

The data that populates the Templates for Raw Workload, Weighted Workload and Statistic Workload fields can be set up to generate automatically at set intervals during the month.

Parameter settings for the intervals are site-defined in the System Definition Parameters Option 5 where the Data Regeneration field must be set to YES. The frequency may be from 7 to 15 days. If the generation frequency is set to NO, the templates will only "Regenerate" and be populated at the EOM+1. The final data generation takes place at the EOM+1 in order to ensure that all data for the month is collected.

To summarize, workload is generated three ways:

1. **Initialization** By manually initializing templates (WAM Option 4, Manage Workload Templates). This should be done at the beginning of the month but may be repeated throughout the month if necessary.

2. **Generation/Regeneration** Data Generation will occur automatically at monthly intervals after Initialization according to the information specified in the parameter settings.

3. **EOM+1** If the Workload Frequency Parameter field is set to NO, Initialization and EOM+1 will be the only times during the month that workload data generation will occur. If the Workload Frequency Parameter field is set to YES, the EOM+1 will be the final generation of workload for the reporting month after Initialization and Data Regeneration.

MECHANISM FOR TRANSFERRING CHCS WORKLOAD TO EAS and STARS/FL

The following is a brief overview of how WAM gathers and sends workload data from CHCS to the other systems. Again, the specific "how to's" on implementing these steps will be detailed in section 3 of this IG.

1. The WAM module stores SAS and CAC/WJON (Navy only) codes along with CHCS MEPRS codes necessary for workload reporting at the site. Processes for creating and updating this information are in place on both sides of the interface to ensure that WAM will have the most current SAS, CAC/WJON and MEPRS information.

2. WAM templates are created for the various workload groups (Lab, Pharmacy, etc.) upon Initialization and have service-specific SAS, CAC/WJON (Navy only) and MEPRS codes assigned. These templates must be initialized at the beginning of the month using WAM Option 4. The initialization process will result in all template statuses being set to "I" indicating they have been initialized. Throughout the month, workload data is collected on CHCS functionality MEPRS reports. This data is fed into templates each time the Data Regeneration occurs (at intervals set in WAM Site Parameters). Non-CHCS collected data may be entered manually into templates in order to collect workload statistics not generated by CHCS. This Non-CHCS collected data can be manually input in the WAM templates periodically throughout the month but must be completed prior to the creation of the ASCII files for EAS and STARS/FL systems.

3. The template workload data is reviewed by the assigned site workcenter POCs. Review of WAM template information may be assigned to several appropriate MEPRS personnel. The review process may include comparison of the EAS SAS Workload Report and the associated monthly MEPRS reports generated by CHCS. The Exceptions Report is also reviewed for deviations from the predicted monthly deviation range and for delinquent End of Day processes.

   Once reports are reviewed and reconciled, the appropriate POC changes the template status from "I" to "W" for Waiting for Facility Coordinator Approval. After reviewing the templates for accuracy, the Facility Coordinator either changes the status to "A" for Approved for Transmission to EAS and/or STARS/FL (Navy only) or to "X" Rejected to Workcenter. If the template status is "X" the workcenter POC will need to contact the Workload Coordinator in order to resolve the workload discrepancy. When a resolution is made, the workcenter POC will then change the template status back to "W" indicating to the Workload Coordinator that they are waiting for approval. If the workload is accurate, the template status will be changed to "A" and the template is ready for transmission.

4. The information collected and approved on WAM templates is gathered into a file in the CHCS Export Directory for transmission to EAS. At Navy sites only, another file is created to be sent to the STARS/FL Central Repository system. These file(s) are called ASCII files, which is essentially a way to package the information and make it understandable to the receiving EAS and/or STARS/FL (Navy only) systems. NOTE: Always create the STARS/FL ASCII File **before** the EAS ASCII File. The creation of the EAS ASCII file changes the template statuses to "T" for Transmitted. Creation of the STARS/FL ASCII file does not change the template status.

2.3.3 Monitoring WAM Processes

There are several mechanisms built into the WAM module for monitoring and verifying workload data and transmission of information on the interface. These would include:

1. Report Options. There are several workload reports on the Report Workload Menu (WAM Option 2) that allow the WAM user to review the workload data from various subsystems as well as workload collected on the WAM templates.

NOTE: Appendix A provides descriptions of reports newly introduced with the WAM module. Appendix D details Exception Report messages.

2. Exceptions Report. The Exceptions report (WAM Option 3) contains records of (W)arnings, (E)rrors and (N)otifications associated with WAM functions. Problems detected when importing/exporting files, incorporation of new MEPRS codes, updating/modifying templates, and other functions are indicated on this report.

NOTE: It is very important for WAM Supervisors (aka Facility Workload Coordinator) to understand and interpret the Exceptions Report. An understanding of the 12 categories and 3 severities will enable the WAM Supervisor to take the appropriate action to remedy existing exceptions. (Details on reading exceptions notices are included in Appendix D).

3. Verification tools. Though transparent to the CHCS user, there are processes and tools in place in the system used to validate the information coming across the interface. The Exceptions Report in WAM will reflect the results of these validation checks.

2.4 Integration of WAM with Other CHCS Subsystems

CHCS has various "subsystems" such as Patient Appointment Scheduling (PAS), Patient Administration (PAD), Dietetics (DTS), Medical Systems Accounting (MSA), Mass Casualty Menu (MCM), Radiology (RAD), Clinical (CLN), Pharmacy (PHR), Laboratory (LAB) and Workload Assignment Module (WAM). They are integrated into CHCS as a whole so that files/tables and data entered in one area often impact another.

WAM is a new subsystem. However, the data WAM processes comes from every other existing CHCS subsystem. Therefore there are no major changes for CHCS users. WAM may bring to the surface bad data or bad habits that a site may already have in other subsystems that was previously screened out and manually corrected prior to the WAM interface. With WAM, careful attention to file/table build and accuracy in users' input of information into CHCS must be stressed. An understanding of how subsystems interact will enable WAM POCs and other subsystem POCs to trouble-shoot and correct workload reporting problems.

This section will list the various CHCS subsystems and a brief explanation of their integration with the WAM module.

2.4.1 Common Files

The Common Files (CF) are files that build the foundation for CHCS and are files that impact CHCS subsystems. The Hospital Location file, for example, contains the names and specific parameters for every clinic and ward in the MTF and is considered a common file. Common Files that have a major impact on the WAM module include the:

- Hospital Location
- MEPRS File
- DMIS ID File
- Medical Center Division File
- Unit Ship ID File

Hospital Locations must be built with correct MEPRS codes. The MEPRS file must be built correctly and specific to the site's needs for workload reporting to be accurate. The Common

Files IG should be referenced for instructions on verifying that a site's Hospital Location and MEPRS codes are built correctly.

The Medical Center Division file must be built correctly (with correct DMIS ID's) at the MTF in order for the WAM module to function. If an existing DMIS ID is incorrect DO NOT CHANGE it without following specific instructions from SAIC.

Two new fields have been added to the DMIS ID Codes file (#8103) in version 4.5 to accommodate WAM:

UIC — This field contains the Unit Identification Code (UIC) that is equivalent to the UIC assigned by the DoD Unit Ship ID file (#8111).

DCWID — Direct Care Workload Identification (DCWID) field entry has a direct relationship (one-to-one) with the Operating Budget-Unit Identification Code (OB-UIC) information provided by the STARS/FL. This information is needed to verify STARS/FL data for UIC and OB-UIC.

The Common Files menu option is within the Data Administration Menu (DAA). As described earlier in this section, the DOD Workload Assignment Module menu option (DWAM) can also be found within DAA or as a secondary menu option.

2.4.2 PAD

Patient Administration (PAD) collects inpatient data on admissions, dispositions, hours in ICU, deaths, and other inpatient workload reporting data. This information is compiled in various workload reports available in both the WAM and the PAD modules. PAD workload templates in WAM do not have performing MEPRS codes. Workload is reported as requesting MEPRS codes.

Instructions on correcting PAD workload data in WAM are provided with WAM training (ref. TC-4.5-0591).

2.4.3 PAS

The Patient Appointment Scheduling (PAS) subsystem collects workload data on patient appointments and telephone consults. It is important that End of Day processing is complete in order for PAS workload data to be processed and then collected in the WAM module.

PAS does not have Performing MEPRS codes. All workload is reported as requesting MEPRS codes.

2.4.4 Ancillaries

The Laboratory, Pharmacy, Radiology and Dietetics subsystems all collect workload information in CHCS. Orders placed in CHCS for these services have a requesting MEPRS code associated with the location from where the request was made. The performing MEPRS code is associated with the department or service that performs the work. The accuracy of these MEPRS codes is essential for WAM workload reporting to be accurate.

For the most part, the requesting MEPRS code is user-dependent for ancillary workload. For example, if the doctor entering a prescription order enters the wrong MEPRS code in the "Requesting Location" field when placing the order in CHCS, the incorrect MEPRS code will be reflected on the MEPRS Pharmacy workload reports.

Many user related issues can be addressed during user training in order to prevent and/or correct inaccuracies. Particular attention should be placed on the use of the space-bar return shortcut often used at the Requesting Location prompt. If the user is not careful the wrong MEPRS code may be entered. For example, if space-bar return is used at the order entry prompt after registering a patient the last MEPRS code used in the registration screen is input and may be an inaccurate MEPRS code for the ordering session.

In regards to system generated and non-system generated data, analysis is needed to determine which workcenters are using CHCS and which workcenters are not. This will determine what non-system generated workload information must be entered into WAM templates manually in addition to the CHCS system generated workload data that automatically populates the templates. For example, the Laboratory may use another system (not interfaced with CHCS) to order and process Anatomic Pathology orders. The workload in this case is not collected on CHCS. The Anatomic Pathology workload information would have to be entered manually onto the WAM templates.

There is specific Pharmacy file/table guidelines and specific Pharmacy performing MEPRS codes which must be used in order for Pharmacy workload to be compatible and accurate with the WAM module. File/table build instructions are also available in the Pharmacy version 4.5 Implementation Update Guide (TC-4.5-0718, Section 3.6).

The subsystem Implementation Guides supply information on specific file/table build instructions and functions for the ancillary subsystems. Reference these IGs if necessary:

Common Files:	TC-4.4-0570
Pharmacy:	TC-4.4-0576
Laboratory:	TC-4.4-0574
Radiology:	TC-4.4-0575
Dietetics:	TC-4.4-0581

2.4.5 Clinical

There are no specific workload reports or statistics produced in the Clinical subsystem. Telephone consult workload data is collected from clinical options within PAS workload reporting. Orders placed via Clinical pathways also reflect the requesting location of the order. The correct "Requesting Location" entry is essential for accurate workload data for ancillaries. This importance should be stressed to Clinical order entry users. (See the notes on Ancillaries in the previous section on space-bar return at this prompt.)

2.4.6 Systems/Tools

Systems and Tools might be categorized as "behind the scenes" functions of CHCS. Though they do not fall under CHCS Core subsystems they are necessary for the proper functioning of all subsystems. They could be compared to the electrical wiring and telephone lines in a house. The person living in the house only needs to know how to dial the telephone or turn on the light-switch to make them function. Specialists must have already wired the system to make it work.

The Systems or Software Specialist is normally the site POC for setting any necessary parameters for Systems/Tools functions. Users only need to know what information is needed to enter or retrieve data on their particular subsystem and are not concerned with the Systems/Tools setup to make it work.

An overview of Taskman options related to WAM are also discussed earlier in this section. Specific instructions for setting tasks are detailed in section 3.

File transfers could also fall into the System/Tools category. The monitoring of files received from the EAS and STARS/FL systems, as well as the ASCII files sent from CHCS are dependent on certain System and Tools operations.

The Electronic Transfer Utility (ETU) tool plays an integral role in the WAM file transfer process. The File Transfer Protocol (FTP) works with the ETU to make the file transfers between systems. As discussed in section 2, the ETU facilitates the transfer of files across the interface. Specific detailed information about the ETU is available for reference in the Appendix A of this IG. Instructions on how to set up ETU parameters are provided in Section 3.

The WAM Exceptions Report documents file transfer information. WAM Supervisors (aka Facility Workload Coordinator) should know how to read the Exceptions Report. Specifics on the WAM Supervisor's part in sending and monitoring file transfers will be described in section 3.

3.0 Implementation of WAM

This section will detail implementation planning requirements and specific tasks to be completed in order for site personnel to activate and maintain the WAM system.

3.1 WAM Users

WAM users are the personnel who must access all or portions of the WAM menu. Recommended setups for typical users are given in this section. Site personnel who are not necessarily WAM users but are involved in WAM support operations are discussed in this section also. The duties and roles of these personnel must be determined by the site. This section may be used as a resource in the site's decision making process.

3.1.1 Site Personnel Involved with WAM

There are several site personnel who are either directly or indirectly involved with the WAM interface. The personnel involved might include users on CHCS and the off-board EAS and STARS/FL systems. This guide will only describe the WAM user setups for CHCS. Refer to the subsystem POCs for information about their respective subsystems as needed.

Site Personnel involved with the WAM module will normally include:

- MEPRS Office Supervisors and Personnel
- Site Software and System Specialists
- Resource Management personnel
- EAS and STARS/FL Personnel
- POC’s from Ancillary and Non-Ancillary work centers

Their typical role in WAM is summarized as follows:

1. MEPRS Office Personnel will, in some capacity, be users on the WAM system. Depending on their role in the MEPRS office, they would need access to either some or all of the WAM options. Supervisors will require access to more WAM options than non-supervisory MEPRS personnel.

2. Site Software and/or System Specialists are normally involved in accessing common files or system administration and tools functions necessary for running CHCS subsystems.

They have access to background processes that support WAM but do not need to use the WAM subsystem options.

Their primary roles will be to consult with WAM Supervisors (aka Facility Workload Coordinator) when entering initial data and processes when WAM is first activated, interact with Implementation Specialists (IS's) familiar with WAM to set up ETU functions, make common file changes if necessary and maintain WAM functions by monitoring file transfers and tasks that support the WAM interface.

3. Resource Management personnel may only require an overview and education of the WAM system. They may not necessarily need access as users because they will not normally enter data or set up parameters. However, a Resource Manager should be familiar with the WAM functions and WAM reports available as a resources for review of workload statistics.

4. EAS & STARS/FL personnel will need to be familiar with current use of data entry into the EAS and STARS/FL systems. They will hold mostly WAM Supervisor (aka Facility Workload Coordinator) menu options and security keys. This will enable them to provide information to the Software/System Specialists regarding the data sent from EAS and STARS/FL to the CHCS Import Directory and the data from the CHCS Export Directory to the EAS and STARS/FL systems. They will work very closely with the MEPRS office personnel.

5. POC’s from Ancillary and Non-Ancillary work centers will need to be familiar with the MEPRS reports and the WAM options since they have to verify the templates and change the template status to "V" during the current month. The POCs will also compare workload on the MEPRS Reports to the workload data collected on WAM templates for accuracy after the EOM+1. If the data is correct, they will change the template status to "W". They should make all data corrections in their CHCS functionality if possible and edit only the templates for the areas that are not collected in CHCS.

3.1.2 WAM User Setup

Hardware should be installed BEFORE training begins so that users have terminals available immediately following WAM class. If the WAM users are not able to use the WAM system right away, there is a strong possibility that some information may be forgotten. WAM trainers should know if users will work on VT or Pcs type terminals in their workcenter as keyboards will differ. Keyboards should be mapped to include the select key, remove key, F1, F2 (If they have a slave printer attached), F7, F8, F10, F11, pgup, pgdn, Bksp, Enter, and Insert.

The Software Specialist on site normally sets up user accounts with the appropriate CHCS access and menus as advised by the department POCs. A WAM POC should be established at the site for decision making on issues such as user setups. This section will give recommendations for typical setups for CHCS WAM users. The Menu options required, Fileman access, and security key assignments are included.

There are certain site personnel who will normally require WAM access. The assignments are divided into Supervisory and Non-Supervisory roles.

A. Supervisory Personnel

WAM Supervisor (aka Facility Workload Coordinator): The POC responsible to set WAM parameters, initialize templates, and create ASCII files for transmission to EAS and STARS/FL (Navy only).
* = indicates Navy only

Primary Menu Option Assignment:
WAM [DGNAS WAM USER] (This can be given as a secondary menu option if the user chooses to keep their existing primary menu)

Secondary Menu Assignment:
DWAM [DOD WORKLOAD ASSIGNMENT MODULE] (limited access)
MPR [DOD MEPRS SYSTEM MENU]

Fileman Access: d

Security Keys: DGNAS USER
DGNAS NAVY USER*
DGNAS MANAGER
DGNAS NAVY MANAGER*
DG WORKLOAD

This setup allows access to all WAM options including the NAVY options:

1 Edit Workload
2 Report Workload Menu

1 EAS SAS Workload Report
2 SAS Status Report
3 Delinquency Report
4 Display Exceptions Report
5 Ancillary CHCS MEPRS Report Menu

1 LAB Division MEPRS Report
2 LAB Group MEPRS Report
3 PHR Medical Expense and Performance Report
4 PHR MEPRS Group Report
5 RAD MEPRS Group Report
6 WAM Radiology MEPRS Report

6 Non-Ancillary CHCS MEPRS Report Menu

1 Disposition MEPRS Report
2 Worldwide Workload Report - Print/Reprint
3 Hrs In Svc in ICU's by Ref MEPRS Cln Svc Report
4 Inpatients by MEPRS Report
5 MEPRS/Provider Days
6 Monthly MEPRS Detail Report
7 Monthly MEPRS Report
8 Patient Inactive MEPRS Summary

7 STARS/ Subsystem Workload Report*

3 Display Exceptions Report
4 Manage Workload Templates
5 System Definition Parameters
6 Create Monthly Workload ASCII File to EAS
7 Create Monthly Workload ASCII File to STARS/FL*

NOTE: DWAM should only be given to a selected few supervisors not to all supervisors.

DWAM	DoD Workload Assignment Module Menu
SEDT	SAS Detail Enter/Edit
SINQ	SAS Detail Inquiry
SPRN	SAS Detail Print
CEDT	CAC/JON Enter/Edit
CINQ	CAC/JON Inquiry
CPRN	CAC/JON Print

B. Non-Supervisory Personnel

Non-supervisory Personnel: These are support personnel in the workload reporting process who must verify/review and correct/enter workload data in CHCS for transfer to the EAS and STARS/FL (Navy only) systems.
* = indicates Navy only

Primary Menu Option Assignment:
WAM [DGNAS WAM USER] (This can be given as a secondary menu option if the user chooses to keep their existing primary menu)

Fileman Access: d

Security Keys: DGNAS USER
DGNAS NAVY USER*
DG WORKLOAD

This setup gives the user access to the first three WAM options only:

1 Edit Workload
2 Report Workload Menu

    1 EAS SAS Workload Report
    2 SAS Status Report
    3 Delinquency Report
    4 Display Exceptions Report
    5 Ancillary CHCS MEPRS Report Menu

        1 LAB Division MEPRS Report
        2 LAB Group MEPRS Report
        3 PHR Medical Expense and Performance Report
        4 PHR MEPRS Group Report
        5 RAD MEPRS Group Report
        6 WAM Radiology MEPRS Report

    6 Non-Ancillary CHCS MEPRS Report Menu

        1 Disposition MEPRS Report
        2 Worldwide Workload Report - Print/Reprint
        3 Hrs In Svc in ICU's by Ref MEPRS Cln Svc Report
        4 Inpatients by MEPRS Report
        5 MEPRS/Provider Days
        6 Monthly MEPRS Detail Report
        7 Monthly MEPRS Report
        8 Patient Inactive MEPRS Summary

    7 STARS/ Subsystem Workload Report*

3 Display Exceptions Report

C. Computer Resources

System Specialists, Software Specialists and System Administrators should already have the access necessary to set Taskman and System Administration parameters. It is recommended that they have access to the WAM Supervisor (aka Facility Workload Coordinator) options described above for backup purposes. However, they will not normally need to access the WAM module.

3.2 Duties of WAM Users

This section will describe duties that each WAM user needs to perform on the WAM module. The site may tailor these recommendations to accommodate their workflow needs.

Tasks involved with the WAM interface can be described by the following categories:

1. WAM Supervision

WAM Supervision would encompass the decision-making required to activate and setup the WAM interface. This would include setting WAM parameters, ensuring that the required personnel are given the correct WAM access, training, and are assigned work duties to perform appropriate WAM functions. Supervision of the processes for review of workload and its transmission across the interface are also supervisory tasks.

2. WAM Maintenance

Maintenance tasks would include monitoring those processes required to make sure the WAM workload data is accurate and functioning on an ongoing basis. This would include review of workload data, monitoring file transfers, trouble-shooting, researching or delegating solutions to correct problems.

3. WAM Support

Support tasks are those that may not exist during routine WAM operations but are occasionally needed ensure that WAM continues to operate smoothly. Correction or addition to files/tables in various subsystems, or setting Systems/Tools parameters by the system or Software Specialists fall into this category.

An overview of WAM related tasks and the typical user/personnel to perform them are listed here. Specific instructions on the tasks are detailed either later in this IG, in training, or in the appropriate subsystem Implementation Guide.

WAM Function/Duty:	User/Personnel:
SETUP & ACTIVATION TASKS:	
1. Determine and Enter WAM Parameters.	WAM Supervisor
2. Ensure that Common Files relevant to WAM have been verified for accuracy.	Iss/ WAM Supervisor
3. Verify that appropriate personnel are assigned correct WAM access on CHCS.	WAM Supervisor Software Specialist

4. Write and distribute WAM related SOPs for MEPRS personnel.	WAM Supervisor
5. Ensure that System or Software Specialist has set ETU/FTP parameters and Taskman activation sequence is run.	WAM Supervisor/ System Specialist
6. NAVY: Collect STARS/FL diskette with file for loading Master Element Table on CHCS when WAM is initialized.	WAM Supervisor System Specialist
7. Verify that SAS Codes (for Navy CAC/WJON) and MEPRS codes in workload templates are accurate for site.	EAS/STARS/FL POCs/ WAM Supervisor
8. Determine what workload data will have to be entered manually each month.	WAM Supervisor
9. Learn to read Exceptions Report and know the appropriate action for Notes, Warnings and Errors. (see Appendix D, Exception Notices).	WAM Supervisor
10. Verify/edit as needed the site definable MEPRS table.	WAM Supervisor

MONTHLY WAM WORKLOAD REPORTING TASKS:

1. Monitor Exceptions Reports for update files from EAS and STARS/FL (Navy only). (See Appendix D).	WAM Supervisor MEPRS Office User
2. Initialize templates at beginning of each month.	WAM Supervisor
3. Oversee MEPRS staff for verification and input of workload data at designated times of the workload reporting month.	WAM Supervisor
4. Manually enter any workload data not captured on CHCS on WAM workload templates.	MEPRS Office User

5. Review and verify workload template data at designated time(s) of month.	MEPRS Office User POCs Ancillary/Non-Ancillary
6. Print out workload reports for review and verification of templates as needed.	MEPRS Office User POCs Ancillary/Non-Ancillary
7. Correct data in workload templates and set status to "W" Waiting for Approval.	MEPRS Office User POCs Ancillary/Non-Ancillary
8. Approve templates for transmission after verified for accuracy.	WAM Supervisor
9. Create EAS Workload ASCII file after approval of workload templates for month's workload.	WAM Supervisor
10. NAVY only: Create STARS/FL Workload ASCII file to STARS/FL Central Repository system. ALWAYS CREATE STARS/FL ASCII FILE BEFORE CREATING EAS ASCII FILE.	WAM Supervisor
11. Verify that ASCII files sent successfully to remote EAS and STARS/FL (Navy only) systems.	Software Spec./ WAM Supervisor

3.3 Training

Prior to WAM activation, training should be provided for personnel who will be WAM supervisors, non-supervisory users and other personnel who may not be users but need to understand the WAM process.

Training is normally performed by an outside Implementation Specialist or by the facility's in-house training staff. The WAM Training Document (TC-4.5-0591) is recommended as the manual to be used for WAM training. The module includes a module for non-supervisory WAM users (Module 1) as well as an additional module for WAM supervisors (Module 2). Training may be tailored somewhat to meet your site's needs. Generally, the Training Document should provide all the necessary training material for WAM activation and maintenance.

The recommended training approach is to train the appropriate modules to the following target audiences:

Module 1: WAM User Access

Prerequisites: ORT: CHCS Orientation (Modules 1 and 3)

Target Audience: Workload Coordinators, Resource Management Personnel, MEPRS Office Personnel, System Managers, POC's Ancillary/Non-Ancillary work centers, Facility Trainers

Time: Approximately 5 hours

Module 2: WAM Supervisor (aka Facility Workload Coordinator) Access

Prerequisites: CHCS Orientation and WAM Workload Assignment Module 1

Target Audience: Workload Coordinators, System Managers, Resource Management Personnel, MEPRS Office Personnel, Facility Trainers

Time: Approximately 3 hours

3.4 Implementation Activities

This section will provide specific instructions on implementation planning and tasks required for the activation and maintenance of the WAM interface.

3.4.1 Pre-Activation Plan

Implementation tasks and responsibilities should be discussed, delegated and planned prior to WAM activation. The timing and assigning of tasks should be detailed in a plan involving the WAM personnel and other POCs.

SAIC Implementation Staff requested to assist with WAM activation should be contacted prior to their arrival. They should be involved in the WAM activation planning phase. Activities prior to and following the WAM activation should be scheduled and planned for. The information in this guide will provide details about specific tasks must be performed.

Generally, the two categories of tasks for any subsystem activation are 1) Training/Demos and 2) File/Table Build.

Demos are usually provided by SAIC Implementation Staff prior to the subsystem activation. Demos are done in order to provide the site with an overview of the new software, explain possible file/table build requirements, establish the personnel to attend training and to discuss any additional planning that may be required.

In addition to the personnel listed earlier in this section, demo attendees should include POCs and staff other than those working directly with the WAM module. Any site personnel who should have a concept of how the new module will interact with their data are welcome to attend at the discretion of the site.

File/Table (F/T) build activities must be timed. Some F/T build should be done pre-load (before the new software is loaded). Some F/T build should be done while the system is still down and before hospital users are allowed back on the system (referred to as pre-load, pre-user). Finally, some F/T build should be done during the final stage of activation, post-user. In order for F/T build to run smoothly, time allowances and adequate staff requirements for the F/T build must be planned.

In the case of an interface where CHCS interacts with off-board systems, additional planning with POCs from the other systems is imperative. The files or tables which must be in place on their systems and/or received by CHCS need to be timed and planned. The review and clean-up of EAS and STARS/FL files should be done prior to WAM implementation. Cooperation and communication will ensure a smooth interface and activation. WAM POCs must communicate with representatives from the EAS and STARS/FL (Navy only) systems to ensure they understand their role in the implementation process. EAS is run by the company EDS and STARS/FL is run by the Navy. A POC for each of these systems must be established.

3.4.1.1 Implementation Checklist

The following is a checklist of implementation activities surrounding the preparation and initial activation of the WAM interface. Specific directions for file/table build on some items are noted (*-#) and are detailed following the list.

Pre-Load:

____ Verify **DMIS ID Realignment** has been completed.

____ Determine what workload (if any) will be entered manually into WAM.

____ Verify **ASD File in EAS**. Know what EAS version is being used. Be prepared to submit the following pertinent information for WAM activation: EAS IP Address, EAS User ID, EAS Password. This information will allow the System Specialist to set up the required ETU Parameters. Review ASD File for correct/updated information in EAS. Determine what information should be used in WAM. Ensure that workcenters listed are valid and verify MEPRS codes. Inactivate all obsolete MEPRS codes.

____ Verify **SAS Detail File in EAS**. Review SAS Detail File for correct/updated information in EAS. Cross check SAS file with ASD file. Determine which SAS's and MEPRS codes will be used in WAM. Ensure that the Performing and Requesting MEPRS code combinations are correct. Have a copy of the most recent Core Table available for comparison.

____ NAVY ONLY - Verify **Master Element Table for STARS/FL**. Review for correct/updated information in STARS/FL. Verify that the Master Element File data corresponds with the ASD File and SAS Detail File data. Each JON or WJON should

be associated with the correct MEPRS code. Establish a plan for obtaining and loading Master Element Table from diskette to CHCS.

____ Verify **CHCS Provider File** (per division). Ensure that the Military Status Field is filled in for "Reservists" as this data can impact workload reporting. Notify Credentialing that the Military Status Field should be filled in for Reservists. Ensure that providers DO NOT have File Areas or "E***" MEPRS codes as primary locations.

____ Verify **Medical Center Division File**. Ensure that all divisions have the correct DMIS ID and Group ID. No two divisions should have duplicate DMIS ID codes. Ensure that divisions are built for all DMIS ID codes for which workload will be reported (regardless of whether or not the divisions are currently using CHCS).

____ Verify **Hospital Location File** (per division). Ensure that Hospital Locations are in the correct Division. If a Hospital Location is in the incorrect division, the site will need to perform a DMIS ID Realignment. Confirm that all MEPRS codes are correct for the Hospital Locations. If a MEPRS code is incorrect, it can be corrected through "HOS".

____ Verify **MEPRS File** (per group). Check for duplicate MEPRS codes within a group. Print the Site Definable MEPRS Table (alphabetically) for each division in a group. Scan the list for duplicates. If there is a duplicate within a group, one of the MEPRS codes will have to be inactivated. Before the code can be inactivated, all Hospital Locations using the code will have to have the MEPRS code changed to the appropriate code. If an attempt is made to inactivate the MEPRS code through ACT, there will be a list of all Hospital Locations using the MEPRS code. DO NOT DELETE THE ACTIVATION DATE OF THE MEPRS CODE. Instead, change the description of the code to be inactivated by using the SDM option and edit the MEPRS code through the HOS option. The MEPRS code will have to be changed to a different MEPRS code - then changed back to the original code. This should allow an inactivation date to be entered for the MEPRS code. NOTE: DJ** MEPRS codes (ICU MEPRS codes) should not be used in CHCS. Instead, AAH*, ABC*, AAC*, ADC* and ADE* are the MEPRS codes used in CHCS for ICU wards. In addition, YYY* and XXX* MEPRS codes are used in CHCS but are not used in EAS. Inactivate all obsolete MEPRS codes.

____ Verify that all MEPRS codes point to the same Group as the Locations that are assigned to them.

____ Verify that the %ZOSF global is set up correctly. This affects the Taskman options. The code that processes the EAS files looks into the %ZOSF globals to determine where the Import, Export, and Delete directories are located and looks for the files. The ETU places the files into the DISK&LOG:[CHCS.APPL.IMPORT] directory. The %ZOSF globals should be set as follows:

^ZOSF("DIR_APPL") = DISK$LOG:[CHCS.APPL]
^ZOSF("DIR_APPL_DEL") = DISK$LOG:[CHCS.APPL.DELETE]
^ZOSF("DIR_APPL_EXP") = DISK$LOG:[CHCS.APPL.EXPORT]
^ZOSF("DIR_APPL_IMP") = DISK$LOG:[CHCS.APPL.IMPORT]

____ Verify that Change Package #52 and #53 have been installed (if using CHCS 4.5).

____ Determine if any WAM demos are needed. Complete demos and training of WAM as needed.

____ Determine who the workcenter POCs will be. Ensure that the correct naming convention is used if POC names are to be entered in DWAM for bulletin processing.

____ Complete WAM Pharmacy F/T build.

____ Coordinate with System or Software Specialist to **set ETU parameters**.

Post-Load (pre or post-user):

____ Activate WAM (per division) and set parameters via Option 5, System Definition Parameters.

____ Generate the ASD File and the SAS Detail File in the EAS system. The EAS POC should verify that the files have been created and are located in the /usr/wam directory.

____ NAVY ONLY - Coordinate with System or Software Specialist to load the STARS/FL Master Element Table via diskette (*-2) to the CHCS.APPL.IMPORT directory.

____ Coordinate with System or Software Specialist to retrieve EAS files via ETU option.

____ Coordinate with System or Software Specialist to verify that ASD File, SAS Detail File and Master Element Table (Navy only) are in the CHCS Import Directory.

____ Coordinate with System or Software Specialist to **set Taskman options**. Schedule options to run "Now". Check the Exceptions Report after each option completes. After verification that files were imported successfully, schedule options at appropriate times.

____ WAM Supervisor (aka Facility Workload Coordinator) can now "Initialize" WAM templates for each division. Check the Exceptions Report. Verify accuracy of WAM templates. Ensure appropriate SAS codes, MEPRS codes, and CAC/JON information is available. All edits should be done on the same day.

____ Print MEPRS Workload Reports for site workcenters. Compare to WAM templates and verify that accurate workload is being collected. Review reports with WAM Supervisor.

____ Enter POC names and phone numbers via DWAM -> SEDT if desired.

____ Continue trouble shooting until site is activated.

Workload Data Validations

A. Pharmacy Data

The Pharmacy MEPRS Group Report and WAM SAS Workload Report (select the appropriate Pharmacy SAS code or codes) can be used for data comparison. It is important to be aware of what point during the month the data comparison is made.

For current month data comparison the workload should be identical at the MEPRS level after Initialization of the WAM templates. During mid-month data comparison workload displayed in the Pharmacy MEPRS Group Report will slightly greater since CHCS workload reporting is real-time and WAM workload reporting is updated at 1) Initialization, 2) Data Regeneration, and 3) EOM+1. Generally, the mid-month differences are negligible. At the EOM+1 the final WAM workload collection occurs. At this point the CHCS MEPRS Group Report can be compared to the WAM SAS Workload Report and the workload data should be the same.

However, if there are some data discrepancies due to a file indexing problem, a workaround can be used to reindex the file and a permanent fix has been created for all sites. This problem can be uncovered due to the definitions for PHR Departments and Services for WAM data collection. One observation is that the MEPRS code AAHA was used at more than one site with attributed workload. This may warrant some discussion and policy direction.

B. Laboratory Data

The LAB MEPRS Group Report and WAM SAS Workload Report (select the appropriate Laboratory SAS code or codes) can be used for data comparison. It is important to be aware of what point during the month the data comparison is made.

For current month data comparison the workload should be identical at the MEPRS level after Initialization of the WAM templates. During mid-month data comparison workload displayed in the LAB MEPRS Group Report will be slightly greater since CHCS workload reporting is real-time and WAM workload reporting is updated at 1) Initialization, 2) Data Regeneration, and 3) EOM+1. Generally, the mid-month differences are negligible. At the EOM+1 the final WAM workload collection occurs. At this point the CHCS MEPRS Group Report can be compared to the WAM SAS Workload Report and the workload data should be the same.

C. Radiology Data

The WAM Radiology MEPRS Report and the WAM SAS Workload Report (select the appropriate Radiology SAS code or codes) can be used for data comparison.

*** TECHNICAL INSTRUCTIONS FOR IMPLEMENTATION TASKS**

1. Set the WAM Parameters

____ Activate the WAM module per division via WAM Option 5, System Definition Parameter. Set other parameters in this file for your site.(*-1)

WAM Supervisors (aka Facility Workload Coordinator) access WAM option 5 (System Definition Parameters). **NOTE:** This option is locked by the DGNAS MANAGER security key. Please refer to Section 4 for detailed information.

2. Load STARS/FL Master Element File

____ **NAVY:** Load the STARS/FL Master Element File in CHCS from diskette (*-2) into the CHCS.APPL.IMPORT directory.

Site Software Specialist verifies that STARS/FL file is in the CHCS Import Directory.

3. Verify EAS File Transmission

____ Verify that EAS files (ASD and SAS Detail) are located in the CHCS Import Directory. (*-3)

Site Software Specialist verifies that EAS files are in the CHCS Import Directory.

4. WAM ETU Parameters

____ Work with Systems or Software Specialist to ensure that the ETU parameters are correctly defined for daily retrieval of possible EAS ASD and SAS Detail File updates.

A. ETU Import/Export tasks:

1a. ETU-import for ASD and SAS Detail file - 0100 a.m. daily. This time was chosen to accommodate the daily chron job run (12am daily) by EAS that creates these files.

2a. ETU-export for ASCII files to EAS and STARS/FL - 0100 a.m. daily

5. WAM Taskman Activation Sequence

____ Work with System or Software Specialist to set the 3 Taskman Options (DOD ASD UPDATE, DOD CAC-JON UPDATE, DOD SAS DETAIL UPDATE) needed for WAM to run "NOW". Notate the Taskman task number. **IMPORTANT:** Specific directions for WAM activation sequence must be followed. DO NOT schedule any of these options to run by division. (*-4) **IMPORTANT:** Review the WAM Exceptions Report after **each** Taskman option is run to verify the file transfer was successful and free of any discrepancies. Please refer to Section 4.2.2.4 for detailed instruction.

RECOMMENDED SCHEDULE TIMES:

1b. DOD ASD UPDATE task - 0200 a.m. daily
2b. DOD CAC/JON UPDATE task (NAVY ONLY) - 0230 a.m. daily
3b. DOD SAS DETAIL UPDATE task - 0230 a.m. daily

SYSTEM GENERATED TASKMAN OPTION - DIVISION DATA REGENERATION

DG NASDI SCLE Data Generator (for each division) - starting at 0300 a.m. They should be scheduled staggered. E.g., for one division complex starting at 0300 a.m. daily, another division starting at 0400 a.m. daily, other smaller Divisions starting at 0500 a.m. daily, so that the regeneration tasks will run efficiently.

NOTE: All major sites should start one hour apart and you can add smaller sites to the larger sites. This is set to default at 0200 a.m. for all divisions and must be changed to accommodate multiple divisions of varying sizes. Set up the time only and then the system definition parameter will work on the day the parameter is set to turn the function on.

5. Enter SAS POCs

____ Enter SAS POC name and phone number using DWAM --> SEDT if desired at your site. (*-5)

If the Delinquency E-Mail Bulletin field in the WAM System Definition Parameters (Option 5) is set to YES, the SAS POC name and phone number must be entered via the DWAM option, SEDT. NOTE: The POC name field is a free text field, HOWEVER the POC name must be entered **exactly the same way it is entered in the CHCS user file** or the bulletin will not be received.

Menu Path: CA --> DAA --> DWAM

DWAM DOD Workload Assignment Module Menu
SEDT SAS Detail Enter/Edit

SINQ	SAS Detail Inquiry
SPRN	SAS Detail Print
CEDT	CAC/JON Enter/Edit
CINQ	CAC/JON Inquiry
CPRN	CAC/JON Print

Access SEDT to enter SAS POC name and phone number. When the POC name and phone number is entered via SEDT it will appear on the associated SAS template, WAM Reports, and IF THE POC NAME IS ENTERED EXACTLY THE SAME WAY THAT IT IS ENTERED IN THE CHCS USER FILE the POC will receive Delinquency E-mail Bulletins indicating workload data verification is delinquent for that particular SAS.

The user must enter the SAS code, the DMIS ID for the division, and the Fiscal Year. The Edit screen appears. Enter the SAS POC name in the POC field.

NOTE: The name does not point to the user file, so it must be entered exactly as the user's name is entered on the user file for CHCS. Consult with the Software Specialist to see how the name is spelled and entered on the User File and duplicate it. For example, if the User File has the name "SMITH,WILLIAM C" and you enter it "SMITH,BILL C." the system will not find the name and an e-mail bulletin will not be sent. Enter the POC phone number in the POC PHONE field.

3.4.2 Activation of WAM

The activation of WAM is essentially the time when the WAM interface is set up to run as part of the MTF's business. When the pre-planning and implementation steps listed above have been accomplished, the system is "activated."

The beginning stages of activation always require a close monitoring of the system and workflow to ensure everything is operating successfully. The full cycle of initial WAM activation should be followed from the beginning to the end of the workload reporting month to verify that workload data has been accurately collected and sent across the interface.

Site staff and possibly SAIC or government personnel will be involved in monitoring the system to trouble-shoot and report any problems as well as support users in the work center.

3.4.3 Post Activation

Following the activation, the day to day tasks in the MEPRS office will take place throughout the workload reporting month. The Standard Operating Procedures (SOPs) should be clear to all WAM users and monitored by the WAM Supervisor (aka Facility Workload Coordinator). Maintenance activities and the suggested assigned personnel are listed in the WAM USER Duties in section 3.2. This is a general guideline. The site will have to tailor the specific tasks and timing of them to meet the needs of the facility.

3.4.4 Specific Instructions on WAM Maintenance Tasks

Because WAM will require specific user input each month from WAM Supervisors and MEPRS office personnel this section will provide a reference on instructions for their primary tasks. The WAM training guide (TC-4.4-0591) covers details on the essential WAM user input required.

MAINTENANCE TASKS:

1. Monitor ETU protocol if problems in ASCII file transmission are reported.	System Specialist
2. Trouble-shoot and report WAM workload reporting problems.	All WAM Users
3. Re-transmit ASCII files if problem occurs with ETU or update is necessary.	WAM Supervisor/ System Specialist
4. Manually enter SAS, CAC/WJON or MEPRS data if necessary via appropriate system EAS and/or STARS/FL. DWAM options should only be used in emergencies.	WAM Supervisor
5. Notify EAS and/or STARS/FL POC when SAS or CAC/WJONs are added via the CHCS DWAM options. Additions made via DWAM are only active for 30 days. Therefore, must be added to EAS and/or STARS/FL system as appropriate.	WAM Supervisor
6. Enter SAS POC names and their phone numbers in DWAM --> SEDT.	WAM Supervisor

3.4.4.1 How to Generate Workload Input Templates

At the beginning of the month, the WAM Supervisor or other designated site POC must Initialize the workload templates for the collection of the current month's workload data.

Initialization is done via WAM Option 4, Manage Workload Templates.

The Manage Workload Templates Option allows the user to Initialize templates for data collection and Approve system-generated and manually entered workload data via batch processing.

Enter "I" to initialize the templates. Initialization must be done before any workload data can be entered into the templates. The task number indicates that the templates have begun initializing. A batch process occurs to generate the workload data and marks all templates with the "I" status. The system allows you to exit the option.

3.4.4.2. How to Generate Data in the Templates

Data Generation/Regeneration allows for data that populates the Templates for the Raw Workload, Weighted Workload and Statistic Amount fields to be scheduled to generate automatically at intervals during the month. Parameter settings for the intervals are site-defined (see section 3.4.1.1). If the generation frequency is set to YES, the generation frequency may be from 7 to 15 days. If the generation frequency is set to NO, the templates will be populated at the EOM+1.

Workload is generated three ways:

1. By **Initializing** templates through WAM Option 4 (Manage Workload Templates). This is usually done at the beginning of the month.

2. During **Data Generation/Regeneration** when workload populates the templates at monthly intervals according to parameter settings. Any data collected in CHCS is fed into the workload templates during Data Generation.

3. At the **EOM+1**. All of the CHCS workload for the month will be collected on WAM templates during this final generation of data, the EOM+1.

Manual entry of workload data that is not collected by CHCS subsystems must also be entered into the templates.

After review of all workload data at the End of the Month +1, templates may be Approved through the Manage Workload Templates Option. If the user opts enter "A" to change the status of the SAS's indicating that it's ready for transmission, only the SAS's with a template status of "W" (Waiting for Facility Coordinator's Approval) status display chronologically for template status change to "A" (approved).

There are two ways to Approve WAM templates:

1. By the above described batch format. Each template is displayed in sequence for the workload coordinator to validate workload values.

2. By using the Edit/View functionality in individual status update.

3.4.4.3 How to Edit/View Workload Templates

This option allows the WAM user to edit and/or view the WAM Workload Templates. WAM users who attend WAM Module 1 training will receive specific directions and practice regarding this option. This option is covered in the WAM Training Guide (TC-4.5-0591) and a brief overview is given here as well.

Menu Path: WAM --> 1 Edit Workload

Because this option is accessed by division, the WAM user if first prompted for the division. Next, the user is prompted to select one of the following subsystems to enter, edit, or view the workload.

- Inpatient (View Only, no editing except Death, Fetal Death and Third Party Collections)
- Outpatient
- Ancillary
- Dietetics
- Pharmacy
- Laboratory
- Radiology
- Support Services

The reporting month and year is then entered. The SAS codes associated with the selected subsystem are displayed for selection from the SAS grid. Each SAS code has a corresponding template which displays the associated MEPRS codes and workload statistics for the SAS. The templates are available for the user to enter, review, and/or edit SAS statistic, raw, and/or weighted workload. SAS codes and MEPRS codes **can not** be edited from this option. Most Inpatient workload data **can not** be edited through this option. Most Inpatient workload data must be corrected through the PAD functionality.

Statistical data may be added or corrected for accuracy. The templates are then reviewed at times specified by the Site Supervisor, then status changes made to templates to prepare the data for transmission to EAS and STARS/FL (Navy only).

The template status field is used to enter valid status values of either W, A, V or X. The status changes for "I" and "T" are batch processes.

WAM TEMPLATE STATUS

I **Initialized** The Workload Coordinator can Initialize monthly SAS workload templates for user input. This capability is provided via Option 4, Manage Workload Templates. The "I" status allows the data build process to prepare CHCS-generated data for template editing.

V **Verified** The workcenter POC can Verify monthly workload templates indicating that the SAS template data has been viewed for accuracy (correct SAS codes, MEPRS codes, workload is collecting on templates) and change the status to "V". If the Delinquency Status Allowance and Delinquency E-Mail Bulletin Parameters are defined in Option 5, System Definition Parameters, changing the template status from I -> V in a timely manner will prevent the workcenter POC from receiving a delinquency bulletin during the current month.

W **Waiting Facility Coordinator Approval** After the EOM+1 the workcenter POC can indicate to the Workload Coordinator that monthly SAS workload template data has been compared to MEPRS reports and WAM workload data is accurate by changing the monthly workload template status to "W", Waiting Facility Coordinator Approval. Changing the template status from V -> W in a timely manner will prevent the workcenter POC from receiving a delinquency bulletin.

A **Approved for Transmission** After the EOM+1, the Workload Coordinator can Approve monthly workload templates for Transmission. The template status, "A", indicates that the Workload Coordinator has again reviewed and verified the workload data for accuracy and agrees with the workcenter POC that the data is correct and ready for transmission. A template can be Approved two ways: 1) Edit Workload. 2) Option 4, Manage Workload Templates. If Edit Workload option is used, the Workload Coordinator can edit/view each individual SAS template, regardless of current template status, and change the template status as needed. If Option 4, Manage Workload Templates, is used the Workload Coordinator will only have access to SAS templates in "W" status. Templates in other statuses will not be available from this option.

T **Transmitted** After the Workload Coordinator has created the appropriate files for Transmission (Option 6, Create Monthly ASCII File to EAS and/or Option 7, Create Monthly ASCII File to STARS/FL), any SAS template in "A" status will automatically change template status to "T", Transmitted. This template status indicates that the ASCII file(s) has been generated and placed in the CHCS Export Directory. The ETU/FTP process will run as scheduled and the file(s) will be transmitted to the appropriate receiving system.

X **Rejected to Work Center** After the EOM+1, the Workload Coordinator can Reject monthly SAS workload templates. The template status, "X", indicates that the Workload Coordinator has again reviewed and verified the workload data for accuracy and, for whatever reason, **does not agree** with the workcenter POC that the data is correct and ready for transmission. In the event that there is a workload discrepancy or more information is needed, the Workload Coordinator and POC should communicate in order to resolve the issue and make corrections in the functionality or edit the templates as needed. When the SAS workload template data is correct, the template status should be adjusted to reflect the correct status.

NOTE: A template status cannot be changed directly from Initialized (I) to Approved for Transmission (A). The status must first be changed to Waiting for Facility Coordinator Approval (W). The template status can be changed to "W" only after the EOM+1. Workload is collected up to the EOM+1 in order to ensure that data collected is for the entire month.

To verify the status of SAS Templates at any point during the month, an authorized WAM user or the Facility Workload Coordinator can generate reports sorted by SAS codes that list the status of all workload templates by month. Menu Path: WAM -> Option 2, Report Workload Menu -> 2. SAS Status Report (or 3. Delinquency Report).

Initialization Vs. Regeneration of Templates

There are two routines used to collect CHCS workload on WAM SAS Templates. The routines are invoked during Initialization, Data Regeneration and at the EOM+1.
Initialization is a manual process to be done per division via WAM Option 4, Manage Workload Templates. Any changes to the SAS Detail File or Master MEPRS Table during the current month can be immediately incorporated into WAM by "Re-Initializing" the templates via the same WAM Option 4. Any edits or corrections made to workload after the EOM+1 can be immediately incorporated into WAM templates by Re-Initialization as well. During this Re-Initialization process, only templates in the status of "I", "X", or "V" will receive updated data workload.

If immediate access to the changes is not needed, the Data Regeneration process will automatically incorporate the edits at the time specified in the parameter settings.

In order for Data Regeneration to occur, the Workload Data Generation Frequency field (found in WAM Option 5, System Definition Parameters) must be set to "YES" and the Data Generation Frequency must be defined by days. System Definition Parameters are defined by division. Once the Data Regeneration has been defined, it is an automatic process. During this process, all templates receive data regardless of their current template status.

The final generation of CHCS workload data to the WAM SAS Templates occurs at the EOM+1. This is a system generated process that occurs independently of Initialization or Data Regeneration.

3.4.4.4 Review of Workload Templates

A protocol for reviewing the accuracy of the data on the WAM SAS Templates should be determined and provided to MEPRS personnel. Differences in personnel staffing and established reporting procedures will cause the workload review protocol to vary from site to site. However, it is important to establish a procedure to be followed in order to allow for a more organized, efficient and accurate workload collection process. A suggested review process is described here.

Throughout the current month appointed SAS POCs are responsible for comparing MEPRS report workload data to the workload collected on the SAS Templates. At the EOM+1 the SAS POC should do the final verification and comparison of the reports to again ensure that the workload data is accurate and all MEPRS codes are represented. If the workload data is accurate the SAS POC will change the template status to "W" indicating that the template is Waiting for Approval.

In order to prepare to review the WAM information, the Workload Coordinator should run the EAS SAS Workload Report for the month reporting the workload and compare the workload in the reports with the associated monthly MEPRS reports generated by CHCS. The Workload Coordinator should also refer to the Exceptions Report to determine if any exceptions were noted.

NOTE: In addition to providing access to WAM related reports, WAM Option 2, Report Workload Menu provides access to various subsystem workload reports that can be printed and compared to the workload data in the templates.

After reconciling the workload reports and checking the Exceptions Report, the Workload Coordinator can either Approve or Reject the SAS Template. If Approved, the template will be made ready for ASCII file creation and transmission to EAS and/or STARS/FL. If Rejected, the workload data on the SAS Template is questionable in some way and will need to be corrected before Approval can be made. Usually a rejected SAS Template should be reviewed by the workcenter's SAS POC. The POC should, in turn, either justify the questionable workload data or make the appropriate corrections via the functionality.

3.4.4.5 How to Create Monthly ASCII Files for EAS and STARS/FL

After each of the workload templates have been reviewed for accuracy and the Template Status has been changed to "A", the SAS Templates must be prepared for transmission to EAS and/or STARS/FL. The first step in this process is to create an ASCII file which can then be transmitted to EAS and/or STARS/FL (Navy only).

WAM Option 6, Create Monthly Workload ASCII File to EAS and Option 7, Create Monthly Workload ASCII File to STARS/FL (Navy only) are used to create the ASCII file. These options should be run after normal business hours as they are potentially very time consuming and may slow down the CHCS system performance.

For Non-Navy sites only:

The appointed Workload Coordinator should access WAM Option 6 (Create Monthly Workload ASCII File to EAS) and follow the prompts to create the ASCII file. Using this option will create the EAS ASCII file containing all SAS workload data from templates in "A" status and place the file into the CHCS Export Directory. Creation of the EAS ASCII File can be verified on the Exceptions Report, Category 12, EAS ASCII File Creation (see Appendix D).

NOTE: At this point, the EAS ASCII file has been created and placed in the CHCS Export Directory. The ASCII file **has not** been transmitted to the EAS system. The transmission of the EAS ASCII file is handled by an automated process that occurs at a site-specified time (usually 0200). Refer to Appendix B, Electronic Transfer Utility (ETU) for technical details.

For Navy sites only:

IMPORTANT: Always create the STARS/FL ASCII File BEFORE the EAS ASCII File. At Navy sites, Option 7, Create Monthly Workload ASCII File to STARS/FL must be done prior to Option 6, Create Monthly ASCII File to EAS. It is critical that the STARS/FL ASCII File be created first because creation of the EAS ASCII file changes the template status from Approved to Transmitted. A SAS Template with the "T" status will not be incorporated into new ASCII File creations. In addition, the STARS/FL report is due to higher headquarters on the second day of the month. The EAS report is not due until the fifth day of the month. As a result, the STARS/FL file should always be operationally sent before the EAS file.

The appointed Workload Coordinator should access WAM Option 7 (Create Monthly Workload ASCII File to STARS/FL) and follow the prompts to create the ASCII file. Using this option will create the STARS/FL ASCII file containing all CAC workload data from templates in "A" status and place the file into the CHCS Export Directory. Creation of the STARS/FL ASCII File can be verified on the Exceptions Report, Category 11, STARS/FL ASCII File Creation (see Appendix D).

NOTE: At this point, the STARS/FL ASCII file has been created and placed in the CHCS Export Directory. The ASCII file **has not** been transmitted to the STARS/FL Central Repository. The transmission of the STARS/FL ASCII file is handled by an automated process that occurs at a site-specified time (usually 0200). Refer to Appendix B, Electronic Transfer Utility (ETU) for technical details.

Verify ASCII Files Received by Remote System(s):

The use of Options 6 and 7 on the WAM menu creates the workload files and places them in the CHCS Export Directory. The ASCII files are transmitted from the CHCS Export Directory to the remote systems via the automated FTP/ETU process set in place when WAM is first activated (see Appendix B on ETU). Verification that the file(s) has/have been sent from the CHCS Export Directory to the receiving system(s) will require communication with the site Software or System Specialist. The Software or System Specialist would have to check the ETU log to verify that the files were transmitted successfully. Communication with the EAS and/or STARS/FL POC will also assist in verifying that the files were received.

Retransmission of ASCII File

If updates were made to the CHCS workload or if the first file was not transmitted successfully, it is possible to create the ASCII file(s) again and retransmit the ASCII them to EAS and/or STARS/FL. This process is described in the WAM Training Guide (TC-4.5-0591).

When the Navy user retransmits ASCII files, the system will transmit all templates with a status of (A)pproved or (T)ransmitted. This prevents the overwriting of data for DoD SAS's.

At non-Navy sites, when the user retransmits ASCII files, the system will prompt the user to select (A)ll (retransmit ALL files) or (U)pdates (retransmit UPDATE files). If (A)ll is selected, the system transmits all templates with a status of (A) or (T). If (U)pdates is selected, only templates with a status of (A) are transmitted.

Further detail on these files is in Section 4 of this document.

4.0 File/Table Details

4.1 File Descriptions

This section will provide details on Files and Tables associated with the WAM Module.

4.1.1 Overview

WAM is an interface between CHCS and the EAS and STARS/FL systems. Some of the files required for the interface will be found in CHCS. Other files will be transferred across the interface from EAS and/or STARS/FL (Navy only) and received by CHCS. Other files will be files exported from CHCS to the off-board systems.

4.1.2 CHCS WAM Files

There are four new Data Administration (DA) files in CHCS to support the WAM module. These are described below:

8185 **NASDI Core File.** This file contains Stepdown Assignment Statistic (SAS) data and related Performing MEPRS Code, Requesting MEPRS Code, and Cost Account Code (CAC) information for each service. The data is used to validate requests for workload information to be collected through the CHCS WAM subsystem. The data in this file is provided by DMIM on an annual or as-needed basis. This is a class 1 file (cannot be modified) and will be updated by the CHCS special release process.

8185.1 **SAS Detail File.** This file contains SAS data set requirements that are used by the WAM subsystem and defines workload data that is collected under the WAM option and transmitted to the EAS system. This is a class 2 file (user modifiable). Initial SAS data and subsequent data updates are stored in this file based upon input files received from the EAS System. The data defined in this file is uniquely identified by the combination of SAS and DMIS ID. The sub-organizations involved in reporting the workload information are identified by the Performing MEPRS Code(s) and the corresponding Requesting MEPRS code(s). Data in this file is maintained for 12 months after the inactivation date for historical reporting purposes. This file can also be updated via the DWAM SEDT

Option (described in section 2.3). The SEDT Option should only be used if normal transmittal from EAS is not possible.

8185.2 **NASDI STARS/FL Master Data Elements File. (NAVY ONLY)** This file contains Cost Account Code/Job Order Number (CAC/JON) data set requirements used by WAM. The information in this file defines workload data collected by WAM and transmitted to the STARS/FL system. The information is organized for an entity that holds the operating budget for a group of organizational units. This information is identified by the Operating Budget-Unit Identification Code (OB-UIC), and the organizational entities are identified by the Workload Job Order Number-Serial Number (WJON-SN) and MEPRS Code. This is a class 2 file. Initial and subsequent data updates are automatically stored in the file based on input files received from the STARS/FL system, or through the DWAM CEDT Option. Data is maintained for 12 months after the inactivation date for historical reporting purposes.

8185.3 **NASDI Business Rules File.** This file contains the set of business rules associated to a SAS code in the NASDI Core Table. This is a class 1 file. The data is provided by DMIM. **See the end of Appendix F for the list of Business Rules.**

NOTE: In order to accommodate a possible SAS Code Redefinition each Fiscal Year, a Fiscal Year field has been added to the NASDI Core file and the SAS Detail file. These new fields allow CHCS to store the data contained within the files for two fiscal years. A one-time conversion populates the fiscal year field for the existing data in the two files.

In addition, several new PAD files have been added to support the WAM Module:

8047 **NASDI Exception File.** This file contains the exception messages generated during various functions of WAM. This data is used for the Exceptions Report.

8046 **NASDI SAS File.** This file is pointed to by the SAS Field in the NASDI WORKLOAD File (#8049). It is separated from the NASDI WORKLOAD File in order to allow the LOCK mechanism to lock data at the SAS level.

8048 **NASDI SITE PARAMETERS.** This file contains the parameters for customizing the operation of the WAM Module per division. No WAM functional parameters will be in effect unless the WAM Functional Activation field within the System Definition Parameters is set to "YES" for the given division.

8049 **NASDI WORKLOAD.** This file holds workload data which is used for NASDI reporting purposes. It is updated according to the number of days

specified by the user in the Workload Data Generation Frequency field of the WAM System Definition Parameters. The default time-frame for updating the workload data is the EOM+1.

The data in this file is stored for a maximum of 12 months. Every time the data in the file is updated, a check is made for any data older than 12 months. If any older data exits, it is purged prior to updating.

8048.1 NASDI Exceptions Category. The various categories for the NASDI Exceptions Report are contained in this file.

MEPRS (EAS) PARENT FIELD

CHCS has added a MEPRS (EAS) PARENT field in the DMIS ID Codes file (#8103). This field determines whether the DMIS ID is eligible for WAM MEPRS Workload reporting. A division is associated with the PARENT field as follows:

- A division has a DMIS ID defined within the Medical Center Division file.
- The DMIS ID has a corresponding entry in the DMIS ID Codes file.
- The system checks the GROUP ID and MEPRS (EAS) PARENT fields for the division within the DMIS ID Codes file.

The system determines if the GROUP ID value, embedded within the filename, has a populated MEPRS (EAS) PARENT identical to its GROUP ID. If the filename passes the validation checks, the system accepts the file and evaluates the data records. If the filename fails either of the sets of checks, the system stops processing, rejects the file and logs an exception message in the NASDI Exception Message file (#8047).

When the system accepts and passes an incoming file name, the data records contained in that file are processed. The DMIS ID code contained in each data record is also validated to determine if it has a populated MEPRS (EAS) PARENT value identical to its GROUP ID. If both of these conditions exist, the system continues processing the data record. Otherwise, the system rejects that data record and logs an exception message in the NASDI Exception Message file.

4.1.3 Pharmacy/Common Files Changes for WAM

In order to comply with WAM requirements for CHCS, Pharmacy Hospital Locations must be defined. To map Performing MEPRS Code(s) to the Pharmacy for workload reporting in WAM, Common Files file and table build must be done. The following changes must be made but will be transparent to the pharmacy user:

1. Leave all EXISTING pharmacy locations as they are.

2. Create a Department called "PHARMACY" (UPPER CASE with no namespacing) and enter all divisions in that new department. If a "PHARMACY" Department has already

been created in UPPERCASE letters, that entry may be used. If not, add an entry called "PHARMACY".

Complete the following fields for the Department:
(MENUPATH: CA>DAA>CFT>CFM>DEP)

NAME:	PHARMACY
CODE:	DEPARTMENT
DEPT NAME:	LEAVE BLANK
ABBREVIATION:	PHR
SELECT DIVISION:	ENTER EACH GROUP OR DIVISION NAME
INACTIVE FLAG:	LEAVE BLANK

3. Create the following 4 new Pharmacy Services with PHARMACY as the Department as previously created in #2:
    1) NASDI INPATIENT UNIT DOSE
    2) NASDI OUTPATIENT RX
    3) NASDI NARCOTIC
    4) NASDI IV ROOM

    Complete the following fields for each of the 4 Pharmacy Services:

NAME:	NASDI INPATIENT UNIT DOSE
CODE:	SERVICE
DEPT NAME:	PHARMACY
ABBREVIATION:	NIUD
SELECT DIVISION:	LEAVE BLANK
INACTIVE FLAG:	LEAVE BLANK

4. Check the Site Definable MEPRS Table per division (be sure you are signed into the correct Division, if not, switch to the appropriate Division) and verify that the PHARMACY MEPRS Code DAA* has the correct Group ID and Department of PHARMACY as created in step #2. MENUPATH: DAA>MPR>WFM>SDM.

Complete the following fields for both the Inpatient and Outpatient Division(s):

MEPRS CODE:	DAA*
DESCRIPTION:	PHARMACY IN/OUTPAT HOSPITAL (Site Specific)
ABBREVIATION:	HOSPIPHARM (Site Specific)
CATEGORY:	ANCILLARY
DEPT/SERVICE:	PHARMACY (For Inpatient Division)
STANDARDIZATION:	NON-STANDARD
SALES CODE:	LEAVE BLANK
GROUP ID:	0125 (Verify that this information is correct)
CLINIC ROLLUP CODE:	LEAVE BLANK
ICU FLAG:	LEAVE BLANK

5. INPATIENT DIVISION
   Once the Department and Services are created for each group, and the MEPRS Code, DAAA, is defined, Hospital Locations (DAA>CFT>CFM>HOS) must be defined in a one-to-one relationship for each Inpatient Pharmacy Division. The recommended names of these Hospital Locations are:

   Inpatient Unit Dose (for each inpatient pharmacy division)
   Outpatient RX
   Narcotic
   IV Room

These entries can be name-spaced with a site-specific letter(s).

NOTE: Do not change any existing Pharmacy locations defined in the Hospital Location File. The entries listed above are separate from pharmacy hospital locations already in existence and will not affect those that the site has already created. These new entries are for WAM workload reporting purposes only.

Each parent/reporting Inpatient Division will then have FOUR Pharmacy locations defined in the Hospital Location File. These locations will have the correct Location Type, Service, Division and Performing MEPRS Code assigned. The Division must be defined in the Medical Center Division File DAA>CFT>CFM>MCD) with the correct Group ID and DMIS ID.

FOUR Pharmacy Locations will be defined for all Pharmacy workload in an Inpatient Division. Example of the Hospital Location (parent/reporting division):

NAME:	INPATIENT UNIT DOSE (may be name-spaced as appropriate)
ABBREVIATION:	IUP (site-specific)
DESCRIPTION:	IUP (site specific)
LOCATION TYPE:	P
FACILITY:	MTF NAME (site specific)
SERVICE:	NASDI INPATIENT UNIT DOSE
DIVISION:	MADIGAN ARMY MEDICAL CENTER
MEPRS CODE:	DAAA

OUTPATIENT DIVISION

Pharmacy Performing MEPRS - Outpatient Division:
The Outpatient Division(s) will be defined the same as the Inpatient Division(s). Follow the steps shown for the inpatient division above. In the CHCS site-specific MEPRS file each Outpatient Division will define a DAA* code with a unique 4th character identifier to denote that particular division. This division should be a child to the parent/reporting Inpatient Division and have the same Group ID.

Example of the Hospital Location (child division):

NAME: OUTPATIENT RX
ABBREVIATION: OPRX
LOCATION TYPE: P
SERVICE: NASDI OUTPATIENT RX
DIVISION: OAKLAND ARMY HEALTH CLINIC
MEPRS CODE: DAA* (site specific)

For an Outpatient Division that is a parent/reporting division and has a unique Group and DMIS ID the same business rule applies. Only ONE PHARMACY LOCATION WITH ONE PERFORMING MEPRS CODE will be defined for all outpatient pharmacy workload in an Outpatient Division.

Example of the Hospital Location (parent outpatient division):

NAME: OUTPATIENT RX
ABBREVIATION: OPRX
LOCATION TYPE: P
SERVICE: NASDI OUTPATIENT RX
DIVISION: MCCORD AFB
MEPRS CODE: DAA* (site specific)

Again, the correct Service, Division and MEPRS Code must be defined for the Outpatient Division in order to create the entry in the Hospital Location file for the Pharmacy location.

Reporting:

For both Inpatient and Outpatient Divisions, ALL Divisional Pharmacy workload to include Unit Dose, Prescriptions, Narcotics and IVs will aggregate to only one Performing MEPRS.

After WAM Initialization for all divisions, the Pharmacy Site files can be checked to ensure that the File and Table Build was done correctly. Check each Pharmacy Site Entry and compare the entry division with the Performing MEPRS Location.

These are the FIELD names and numbers for the four Pharmacy Site files:

- OUTPATIENT SITE (59.2) FILE
  PERFORMING MEPRS LOCATION (44) (FIELD #22)
  MTF DIVISION (40.8) (FIELD #1.1)
- INPATIENT SITE (59.4) FILE
  PERFORMING MEPRS LOCATION (44) (FIELD #4)
  RELATED MEDICAL CENTER DIVISION (40.8) (FIELD #1)

- IV ROOM (59.5) FILE
  PERFORMING MEPRS LOCATION (44) (FIELD #9.7)
  MEDICAL CENTER DIVISION (40.8) (FIELD #1)
- CONTROLLED INVENTORY VAULT (59) FILE
  PERFORMING MEPRS LOCATION (44) (FIELD #4)
  DIVISION (40.8) (FIELD #3)

4.1.4 EAS and STARS/FL Files

Two EAS Files are supplied to CHCS to support the WAM module. The two files are:

1. **ASD Table**. This is an existing EAS file. This information is necessary to update site definable (fourth level) MEPRS Codes in CHCS.

2. **SAS Detail File**. This file will contain the latest Stepdown Assignment Statistics (SAS) used by the DoD so that MEPRS Code reports can be mapped to the current SAS codes. CHCS updates its own SAS Detail File with information received from the EAS SAS Detail File. The SAS Detail File is used for the automated update of workload templates.

The ASD Table and SAS Detail File are updated from time to time on the EAS system and sent across the interface to CHCS via FTP. The ETU tool must be set up to facilitate the transmission of these files from EAS to CHCS. Details on setting up the ETU are found in Appendix B.

The STARS/FL system (Navy only) supplies CHCS with one file:

1. **Master Data Element File** (or **Master Element Table**). This file will contain the CAC/WJON Codes to be mapped to specific SAS codes. This file is manually loaded to the CHCS system.

   This file must be supplied to CHCS when WAM is initially activated. The Master Element Table is updated at the end of each fiscal year. The update file is loaded manually from a diskette to CHCS and incorporated automatically into the WAM module.

4.1.5 Files Exported from CHCS

Two specific workload files must be sent from CHCS to the off-board systems: 1) **The EAS Workload ASCII File**, 2) **The STARS/FL Workload ASCII File** (Navy only).

The EAS Workload ASCII File is a monthly report compiling all of the CHCS workload information available from CHCS for transfer to EAS. Follow-on updates may be sent if necessary as retransmitted files.

In addition to the EAS Workload ASCII File, the Navy also reports workload to the STARS/FL Central Repository. The monthly workload is incorporated into the STARS/FL Workload ASCII File and transmitted from CHCS to the Central Repository. The STARS/FL Central Repository system located in Pennsylvania where workload data from all Navy sites worldwide is collected.

WAM Options 6 (Create Monthly Workload ASCII File to EAS) and Option 7 (Create Monthly Workload ASCII File to STARS/FL) are accessed to create the monthly workload files to be sent to the EAS and STARS/FL systems. The following provides an explanation of these options.

Menu Path: WAM --> 6

NOTE: If creating ASCII Files for a Navy site, do Option 7 BEFORE Option 6. The EAS file must be transmitted after the STARS/FL file. The STARS/FL ASCII File must be created AFTER the EAS ASCII File.

6 Create Monthly Workload ASCII File to EAS

This option allows the creation of a monthly workload data electronic file for transmission to EAS. The creation of the ASCII file may be a very time-consuming job. It is recommended that this job be run after normal working hours.

This option is locked by the DGNAS MANAGER security key. Only the WAM Supervisor (aka Facility Workload Coordinator) is allowed to Create the Monthly Workload ASCII file, and this must be done from the lead division.

CHCS collects monthly workload from templates in the "A" status for transmission to EAS. The ASCII file is created and placed in the CHCS Export Directory for eventual transmission to EAS. At a site-specified time of night, an automated process (via the ETU & FTP tools) transmits the ASCII file to the EAS system.

The FTP process to and from EAS creates a transmission log which verifies transmission. If discrepancies exist, the files are either extracted again from the EAS system or retransmitted from CHCS. CHCS creates an internal workload file creation log. This log must match the monthly transmission files. The monthly transmission files are stored for 12 months. However, the EAS Workload Report may only be printed or displayed for the current month, the reporting month and the prior month.

The EAS file naming convention for initial transmission is as follows:

(W,X)(DMIS-ID)(Fiscal year)(Fiscal month).DDV

- The first position is the status:
  - W represents the initial workload file transmission
  - X indicates the entire file was transmitted previously. This file is only an update/retransmission of the workload file.

- The next four positions designate the DMIS-ID of the lead division.

- The sixth position indicates the last number of the fiscal year, which begins on October 1 every year.

- The seventh and eighth positions designate the fiscal month. October is the first month of the fiscal year.

- The extension DDV is the date and transmission version. An A in the last position indicates that this is the first transmission.

For example, a site with DMIS-ID 0123 reporting monthly data for May 11, 2001, first transmission, the workload filename is:

W0123108.11A

The Exceptions Report Category 12, EAS ASCII File Creation, displays notification that the ASCII file has been created (See Appendix D). This notification does NOT verify that the ASCII file was transmitted to the remote EAS system. The Exceptions Category verifies that the ASCII file was created and placed in the CHCS Export Directory for export to the EAS system.

Once the ASCII file has been created, the ETU/FTP will transfer the ASCII file to EAS. A more complete explanation of ETU is in Appendix B.

Menu Path: WAM --> 7

NOTE: If creating ASCII Files for a Navy site, do Option 7 BEFORE Option 6. The EAS file must be transmitted after the STARS/FL file. The STARS/FL ASCII File must be created AFTER the EAS ASCII File.

7 Create Monthly Workload ASCII File to STARS/FL

This option is used at Navy sites only. Option 7 allows for the creation of a monthly workload data electronic file for transmission to STARS/FL. The creation of the ASCII file may be a very time-consuming job. It is recommended that this job be run after normal working hours.

This option is also locked by the DGNAS NAVY MANAGER security key. Only the WAM Supervisor (aka Facility Workload Coordinator) is allowed to Create the Monthly Workload ASCII file, and this must be done from the lead division.

CHCS collects the monthly workload from templates in the "A" status and incorporates the data into the ASCII file for transmission to the STARS/FL system. The ASCII file created is placed in the CHCS Export Directory. At a site-specified time of night, an automated process (via the ETU & FTP tools) transmits the ASCII file to the STARS/FL Central Repository. Once the monthly transmission file is created by CHCS and transmitted to the STARS/FL receiving system, STARS/FL is responsible for the appropriate merging and processing of the workload data.

A workload file creation log is stored in CHCS for 12 months. The WAM STARS/FL Workload Report option will only print or display reports for the current month, the reporting month and the prior month.

The STARS/FL file naming convention for initial transmission is as follows:

WRK---.MMM

- WRK represents the work unit workload file
- --- represents the Operating Budget Unit Identification Code (OB-UIC)
- MMM represents the month (Jan, Feb, Mar, ...).

An example of the workload file name for the 00168 operating budget UIC for January is as follows:

WRK00168.JAN

The Exceptions Report Category 11, STARS/FL ASCII File Creation, will display notification that the ASCII file has been created (See Appendix D). This notification does NOT verify the file was transmitted to the remote STARS/FL system. only that it was created for export from CHCS. The Exceptions Category verifies that the ASCII file was created and placed in the CHCS Export Directory for export to the EAS system.

Once the ASCII file has been created, the ETU/FTP will transfer the ASCII file to STARS/FL. A more complete explanation of ETU can be found in Appendix B.

Verify ASCII Files Received by Remote System(s):

Use of WAM Option 6 and Option 7 creates the workload ASCII files and places them in the CHCS Export Directory. From the Export Directory, the files are sent to the remote systems via

the automated ETU/FTP process set in place when WAM is first activated (see Appendix B on ETU). Verification that the file is sent to the receiving system from the CHCS Export Directory to EAS and/or STARS/FL (Navy only) will require contact with the Site Software or System Specialist. The specialist should check the transmission log to verify that the ASCII files were transmitted successfully.

4.2 User Input to WAM Files

There is very little File and Table Build required within the WAM Module. However, preparation and correction of files which impact the workload process may be extensive and might include cleanup of current common files and MEPRS codes. This section contains instructions for specific WAM File and Table Build and WAM file transmission.

File build instructions are covered in the implementation section of the WAM IG and are repeated here for reference purposes.

4.2.1 File Build in WAM Subsystem

The File and Table Build for WAM entails:

- System Definition Parameters (Option 5 on WAM menu)

Menu Path: WAM --> 5

The System Definition Parameters option allows you to tailor site-specific system requirements for WAM processing needs. This option is locked by the security key DGNAS MANAGER.

Complete the following parameters per division:

WAM Functionality Activation:

A value of YES or NO can be entered by the user. If YES is entered, the WAM functionality will be activated for the division. If NO is entered, no other WAM system definition parameters can be specified by the user. The default is NO.

Workload Deviation Range (%):

A value of YES or NO can be entered by the user to specify whether the division wants workload deviation changes from month to month to be flagged. The default is NO. The value NO indicates that no workload deviation changes will be monitored.

If YES is specified, a percentage (15% - 25%) can be entered to indicate the site acceptable level of workload deviation amount between the current reporting month and the previous reporting month. The default value is 15%. The deviation factor is applied at the SAS level for non-

ancillary workload and at the Performing MEPRS code level for ancillary workload and will be generated for both positive and negative deviations.

Workload Data Generation Frequency (days):

A value of YES or NO can be entered by the user to specify whether or not a division specific WAM Workload Data Generation Frequency is needed. The default is NO. The value NO indicates that no frequency is specified and the workload data generation will be performed at the EOM+1.

IF YES is specified, a value between 7 - 15 days can be entered to indicate the frequency of workload data generation for the WAM editing template default data. The default value will be zero which indicates that no workload data will be automatically generated until EOM+1.

Delinquency Status Allowance (days):

A value of YES or NO can be entered by the user to specify whether or not a division will utilize the Delinquency Status Allowance. The default is NO or null. The NO value indicates that this option will not be used.

If YES is specified, a value of 1 - 28 (days) can be entered by the user to indicate that this many days after the template status is set to "I" (Initialized) the workload data editing action is now considered to be delinquent and a delinquency bulletin may be issued. The delinquency status is also activated x days after EOM+1. The default value is 5 days or per DoD specific guidance.

Delinquency E-Mail Bulletin:

A value of YES or NO can be entered to indicate whether a workload reporting Delinquency E-Mail Bulletin should be automatically generated. The specification of a Workload Data Delinquency Allowance, whether by default or not, will invoke the automatic generation of this Bulletin. The name of the person to receive the bulletin must also be entered in the POC field through DWAM if this is set to YES. Instructions are shown below.

Delinquent status is triggered in two ways which results in the Delinquency E-Mail Bulletin:

1) **During the current workload month**. If a template is still in “I” status past x days (set in Option 5 with “Delinquency Status Allowance” set to YES and days=x) and not yet in “V” status, it is considered delinquent. The countdown begins at the time the templates are put in "I" status at the beginning of the month.

2) **At the end of the Month +1**. At this time, the delinquency setting in Option 5 has no effect on the Delinquency Status of a template. The template must be in a W, A or T status within one day from the EOM+1 or it is delinquent. This triggers a bulletin after ONE day from the EOM+1, regardless of x days set in the Delinquency Parameter field.

4.2.2 File Build Supporting WAM Subsystem

4.2.2.1 Pharmacy/Common Files

Refer to Section 4.1.3 for details.

4.2.2.2 ETU Setup

The ETU/FTP Parameters must be set to support the import and export of files across the interface. The setup for this is detailed in Appendix B.

The following information must be supplied to the System or Software Specialist in order to set up the ETU parameters:

____ IP Addresses

1. The IP address for the local EAS system must be used to allow the transmission of the monthly EAS Workload ASCII File. The IP address will be unique to the EAS system at each site. The EAS POC should have this information available at WAM activation. The WAM Supervisor (aka Facility Workload Coordinator) and Software or System Specialist should be informed of any changes to the EAS IP address so that appropriate changes can be made.

2. NAVY ONLY: The IP address for STARS/FL Central Repository must be used to allow the transmission of the monthly STARS/FL ASCII File. The STARS/FL POC should have this information available at WAM activation. The WAM Supervisor and Software or System Specialist should be informed of any changes to the STARS/FL IP address so that appropriate changes can be made.

____ ETU Task time set ups

Taskman setups (described below for the Activation Sequence) determine what time update files are transferred from the CHCS Import Directory into the WAM Module. The recommended scheduled time is at approximately 0200. This is the time CHCS looks in the Import Directory for any file updates that have been received from EAS and/or STARS/FL (Navy only) and begins incorporating them into the WAM Module. The scheduled time for the ETU to transmit these EAS and/or STARS/FL update files from the off-board systems into the CHCS Import Directory should be at least 2 hours earlier than the scheduled Taskman options. This should allow enough time for the incoming files to arrive in the Import Directory before being incorporated by the Taskman options into the WAM Module. See Appendix B on the ETU for specific instructions and recommendations on the ETU setup.

4.2.2.3 Taskman Setup - Activation Sequence

Taskman tasks must also be scheduled when WAM is first activated.

WAM Taskman Activation Sequence

The CHCS FTP/ETU looks for the ASD and SAS Detail Files in the EAS /usr/wam directory nightly. The STARS/FL Master Element Table is received manually each Fiscal Year. The files are placed into the CHCS Import Directory either automatically or manually for incorporation to CHCS.

There are three Taskman options that will check the CHCS Import Directory for corresponding file to update.

DOD ASD UPDATE - ASD File
DOD CAC-JON UPDATE - Master Element Table (Navy only)
DOD SAS DETAIL UPDATE - SAS Detail File

These Taskman Options need to be scheduled to retrieve the files during the initial download of files. After the files have been verified for accuracy and incorporated in CHCS, the Taskman Options will need to be scheduled to run nightly. Scheduling the tasks to run nightly will allow them to incorporate possible file updates as needed.

There are two steps to scheduling the Taskman Options: 1) Initialize and schedule the Taskman Options for "NOW" for the initial incorporation of files to WAM. 2) Schedule the tasks to run nightly at designated times.

Menu Path: CA --> TM ---> STT

TM	Taskman Menu
STT	Schedule/Unscheduled TaskMan Tasks
	DoD ASD Update
	DoD CAC-JON Update
	DoD SAS Detail Update

Specific directions must be followed to initialize and schedule these tasks when WAM is first activated. There is a specific sequence in which the tasks should be scheduled. Do not schedule for a specific division.

The required order to schedule the Taskman Options and the required field entries are listed below:

A) Step ONE

Enter the DOD ASD UPDATE option first.
Queued to run at What Time: **Now ***
Device for Queued Job Output: **NL:**
Rescheduling Frequency: **1D**
Division: **NO**

DO NOT proceed until this file has run to completion. Verify file status by printing the WAM Exceptions Report, Category 1. If a problem exists, refer to Appendix D and take appropriate action to resolve the problem. If the files transferred without exceptions, schedule the following Taskman Option.

B) Step TWO

1) Enter the DOD CAC-JON UPDATE **(NAVY ONLY)**
Queued to run at What Time: **Now ****
Device for Queued Job Output: **NL:**
Rescheduling Frequency: **1D**
Division: **NO**

2) Enter the DOD SAS DETAIL UPDATE
Queued to run at What Time: **Now *****
Device for Queued Job Output: **NL:**
Rescheduling Frequency: **1D**
Division: **NO**

Verify that the two Taskman Updates have successfully run to completion. Verify file status by printing the WAM Exceptions Report, Categories 2-4. If a problem exists, refer to Appendix D and take appropriate action to resolve the problem.

When Step ONE and Step TWO are complete, proceed to step three.

C) Step THREE

Reschedule the "Queued to run at What Time:" fields for the three Taskman Options for the appropriate times. Rescheduling the queue time will enable the tasks to run automatically each night.

* The Queue time for the DOD ASD UPDATE option should be set to 0200.

** The Queue time for the DOD CAC-JON UPDATE option should be set to 0230.

*** The Queue time for the DOD SAS DETAIL UPDATE option should be set to 0300.

4.2.2.4 DWAM Files

Menu Path: CA --> DAA --> DWAM

DWAM	DOD Workload Assignment Module Menu
SEDT	SAS Detail Enter/Edit
SINQ	SAS Detail Inquiry
SPRN	SAS Detail Print
CEDT	CAC/JON Enter/Edit
CINQ	CAC/JON Inquiry
CPRN	CAC/JON Print

These options are provided primarily as a backup for updating the SAS and CAC/JON codes or retrieving this data if the usual WAM update interface were to fail. Normally, the Electronic Transfer Utility (ETU) facilitates the transfer of updates from EAS, but if this were not possible, the DWAM options could be used to manually update and retrieve SAS and CAC/WJON parameters necessary for WAM workload data.

If a user attempts to use the DWAM Menu or any of its options, the system will check the division the user is currently logged onto in order to verify that the division has a populated MEPRS (EAS) PARENT value identical to the division's GROUP ID. If these conditions are met, the user can access the DWAM menu and/or the DWAM options. Otherwise, the system prevents the user from accessing these options and displays a message.

The SAS options allow the user to enter, edit, inquire and print SAS information and accompanying Performing/Requesting MEPRS used to define workload for WAM that will be sent to EAS. If the user accesses the SEDT or SINQ option, the system checks the SAS code and Requesting DMIS ID pairs to validate their MEPRS (EAS) PARENT value. The system displays only those codes and requesting DMIS ID pairs which have a populated MEPRS (EAS) PARENT identical to the GROUP ID. If the user accesses the SPRN option, the system prints only the SAS codes and Requesting DMIS ID pairs which have a populated MEPRS (EAS) PARENT identical to the GROUP ID.

The CAC/WJON options allow the user to do the same for the STARS/FL Navy systems. If a user attempts to access the CINQ or CPRN option from a lower level division, the system will check the Group Division's MEPRS (EAS) PARENT value. The system will display or print only those CAC/JON entries that have a populated MEPRS (EAS) PARENT identical to the GROUP ID in the Group Division.

NOTE: **The updates of SAS and CAC/WJON information is only retained for 30 days in CHCS if entered via the DWAM options. For this reason, it is important that the information is entered into EAS and STARS/FL files.** The POCs who maintain EAS and STARS/FL tables should be notified as soon as possible after DWAM updates. The information should be updated in their files so it will be incorporated on an ongoing basis into WAM.

A site POC and phone number for each SAS can be entered through the respective Enter/Edit options listed above also. This would be necessary if a WAM POC at your site would like to receive e-mail bulletins indicating workload data verification is delinquent.

How to use DWAM to enter SAS POCs:

If the Systems Definitions Parameters are set to send a delinquency bulletin (see item #1 above), the POC and his/her phone number must be entered in the DWAM options or the bulletin will not be received.

Menu Path: CA --> DAA --> DWAM --> SEDT or CEDT

DWAM	DOD Workload Assignment Module Menu
SEDT	SAS Detail Enter/Edit
SINQ	SAS Detail Inquiry
SPRN	SAS Detail Print
CEDT	CAC/JON Enter/Edit
CINQ	CAC/JON Inquiry
CPRN	CAC/JON Print

To enter SAS POCs, access the SEDT option. The division's POC and phone number for each SAS can be entered through the SEDT option. The POC listed will appear on the associated SAS template and also receive any e-mail bulletins indicating workload data verification is delinquent for that particular SAS.

The user must enter the SAS code, then the DMIS ID for the division. The Edit screen appears. Enter the SAS POC name in the POC: field. NOTE: The name does not point to the user file, so it must be entered exactly as the user's name is entered on the user file for CHCS. Consult with the Software Specialist to see how the name is spelled and entered on the User file and duplicate it. For example, if the User file has the name "SMITH,WILLIAM C" and you enter it "SMITH,BILL C." the system will not find the name and an e-mail bulletin will not be sent. Enter the POC phone number in the POC PHONE: field.

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5.0 Workcenter Support

Following the WAM activation, support for workcenter personnel should be provided to assist users as they begin using the new functions.

5.1 Implementation Assistance

Support of users in the workcenter following an activation is commonly referred to as Implementation Assistance (or IA support). IA support may be supplied by SAIC personnel, MILDEP reps who are on site for the activation, and site personnel with experience or extensive training on the module.

5.2 Common Questions on WAM

1) Q. How will WAM deal with ancillary raw numbers that CHCS now reports in decimals (10.5) when EAS accepts only whole numbers as raw workload?
   A. Decimal numbers will be rounded off to whole numbers for EAS.

2) Q. When does the read value for Radiology get posted as workload?
   A. Radiology workload reported in WAM is different from that which is reported in the Radiology Workload Report in the RAD functionality. The first half of the workload credit is given when the film is taken and the other half of the workload is given when the film is read. WAM gives the whole count when the film is taken and a whole count when the film is read. In WAM, 1+1 still equals 1 for the final result.

3) Q. If the credentialing file has the incorrect division or clinic for a provider, what effect does this have on WAM workload?
   A. If the workload is incorrect for any reason on the MEPRS report the workload will be incorrect in WAM since WAM pulls the template totals from the MEPRS report. The correction must be made in the functionality not via WAM.

4) Q. What reports are available to help identify ancillary workload discrepancies? Are these Reports in WAM?
   A. The Functionality MEPRS Reports are accessible through the WAM Module and can be run to compare to SAS templates individually or to the EAS SAS Workload Report, SAS Status Report, Delinquency Report, Exceptions Report.

5) Q. If workload is modified after submission of the workload file, does another ASCII File have to be created for the reporting month or are the transactions included with the current month ASCII File?

A. WAM has a 3 Month Window Period. Re-transmissions can be done as needed but are limited to the reporting month and the prior month. If an error occurs beyond the 3 Month Window Period, the error should be corrected in the functionality. Documentation should be made on the MEPRS Report and a copy of that correction should be sent to the EAS and STARS/FL Personnel. The correction should be made to the appropriate WAM template. It is recommended that all corrections be handled during that 3 month window so the totals for WAM and MEPRS will match what is transmitted to EAS and STARS/FL.

All questions will be addressed as they arise and included in future documentation.

5.3 Trouble Shooting/Problem Reporting

A method for reporting software/hardware problems must be in place following the activation. Usually a worksheet is used by IA support personnel to record problems WAM users encounter in the workplace. These are then processed by the site-specific method to the Software Specialist for resolution.

5.4 Lessons Learned

1) Make sure the correct POC's attend class. (Refer to WAM Training Guide.) A clear description of who should attend class can be decided after an overview demo to allow everyone associated with MEPRS in all areas of the facilities to see what WAM involves and entails.

2) Military Status is now a required field for reservists to have their workload collected appropriately. Credentialing will need to be made aware of this additional field.

3) F10 does not appear on the screen as a method of exiting the SAS under the Edit Workload Template Option. Once the Edit/View option has been selected, the user must use the right arrow to get to the first MEPRS Code workload amount to be edited. Pressing return moves the cursor back to the action bar.

4) The WAM module does not allow the input of + or - numbers to existing workload totals on WAM SAS Templates. WAM does not calculate the raw and/or weighted edits. When editing a SAS raw and/or weighted workload value, the edit amount must be manually added (or subtracted) to (or from) the existing workload value. The correct workload total must be entered in order to have the correct value.

5) On all WAM Templates and WAM Reports the workload Weighted value column is displayed prior to the Raw value. However, on all MEPRS Reports the Raw value column is displayed prior to the Weighted value column. The columns are reversed from what the

user would typically see. Be aware of this and verify that the correct columns are being compared and corrected.

6) All EAS and STARS/FL data must be validated in each system prior to beginning the WAM Implementation process. Edits that need to be made to the off-board systems should be completed prior to any files being downloaded to CHCS from the EAS and STARS/FL systems. This verification will be done by the EAS and STARS/FL personnel. They should work closely with their DoD representatives.

7) When retransmitting updates for an ASCII File, send the file as updates only. There is no need to re-transmit the entire file. Retransmission of the entire file will invoke a hidden data regeneration task which is very time consuming. When there is a need to recreate the entire ASCII file, run the option at the end of the day to avoid impact on system performance.

8) User file must include division access for the entire group in order for required WAM Reports in WAM to be printed for the group.

9) Always create STARS/FL ASCII File prior to creating the EAS ASCII File.

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Appendix A: WAM Reports

1. WAM Reports Overview

Several reports are available through the WAM subsystem. Several of these workload reports existed prior to the creation of the WAM module and are familiar to the CHCS users. Prior to WAM, the reports were found in the various CHCS subsystems. Now they are found in the CHCS subsystems as well as in the WAM, Option 2, Report Workload Menu.

There are three types of reports available:

1. **CHCS workload reports**. These workload reports are produced in the various CHCS subsystems and contain workload data from the subsystem. These reports can be accessed via the subsystem and via the WAM Report Workload Menu Option.

2. **WAM specific workload reports**. The EAS SAS Workload Report and STARS/FL Subsystem reports are produced from a compilation of both system and non-system generated WAM workload data. The workload from these reports is sent to EAS and/or STARS/FL.

3. **Monitoring reports**. These reports monitor the WAM interface functions and WAM-related workflow. The SAS Status Report, Delinquency Report and Display Exceptions Report fall into this category.

This appendix will provide descriptions of WAM related reports. The MEPRS Department personnel should be familiar with the CHCS reports.

2. WAM Module Report Descriptions

The Menu for WAM reports appear as follows under the WAM options:

Workload Assignment Module Menu

1 Edit Workload
2 Report Workload Menu

    1 EAS SAS Workload Report*
    2 SAS Status Report*
    3 Delinquency Report*
    4 Display Exceptions Report*
    5 Ancillary CHCS MEPRS Report Menu

1 LAB Division MEPRS Report
2 LAB Group MEPRS Report
3 PHR Medical Expense and Performance Report
4 PHR MEPRS Group Report
5 RAD MEPRS Group Report
6 WAM Radiology MEPRS Report*

6 Non-ancillary CHCS MEPRS Report Menu

1 Disposition MEPRS Report
2 Worldwide Workload Report-Print/Reprint
3 HRS of Svc in ICU's by Ref MEPRS Cln Svc Report
4 Inpatients by MEPRS Report
5 MEPRS/Provider Days
6 Monthly MEPRS Detail Report*
7 Monthly MEPRS Report
8 Patient Inactive MEPRS Summary

7 STARS/FL Subsystem Workload Report*

3 Display Exceptions Report*

* These options provide the reports which did not exist prior to WAM. They will be described in detail in this Appendix.

EAS SAS Workload Report

The EAS SAS Workload Report allows the user to print workload data that was sent or will be sent to the EAS system. The report can be generated for a group or division. The report displays the totals for weighted workload and raw workload. It is a monthly report that can only be printed for the current month, the reporting month, and the prior month. The current month will display workload data collected and reported to date.

The EAS SAS Workload Report is sorted by SAS in ascending order. Each SAS begins on a new page. A secondary sort is by requesting MEPRS codes which are sorted alphabetically.

When a Lead Division is selected, the system prompts the user to either select data for the Lead Division only, or to select data for the Lead Division and all the Roll-up Divisions.

SAS Status Report

The SAS Status Report generates a report containing a list of the SAS's, SAS descriptions, POC phone numbers, performing MEPRS Code, template status, and the date the template was placed in the current status. The report is available for the current month, reporting month, and prior month.

Delinquency Report

The Delinquency Report provides a report of SAS's that have delinquent data inputs. The Delinquency Report capability is available when the Delinquency Status Allowance (Days) field is set to YES in the WAM System Definition Parameter File. The format of the report is the same as the SAS Status Report. However, this report only lists SAS's with a template status of "I" or "X".

Display Exceptions Report

The Display Exceptions Report provides a free-form report containing the exceptions for the following categories:

1 - EAS ASD FILE EXCEPTIONS
2 - EAS SAS FILE EXCEPTIONS
3 - STARS/FL CAC/WJON FILE EXCEPTIONS
4 - WAM FILE SYNCHRONIZATION ERRORS
5 - CAC/WJON PROCESSING IN DWAM
6 - SAS PROCESSING IN DWAM
7 - INVALID MEPRS IN DWAM
8 - WORKLOAD DEVIATIONS
9 - WORKLOAD DELINQUENCIES
10 - TEMPLATE STATUS
11 - STARS/FL ASCII FILE CREATION
12 - EAS ASCII FILE CREATION

This report provides valuable information relating to WAM processing. Exceptions messages provide detailed information to be used for better understanding and resolution of errors that may have occurred during the daily workload collection process. Refer to Appendix D for explanation and actions to be taken if required. A thorough understanding of data reported on the Exceptions Report will make routine workload reporting and WAM system management much easier.

Monthly MEPRS Detail Report

The Monthly MEPRS Detail Report generates a monthly MEPRS report detailing the inpatient bed days at the MTF by MEPRS code and Ward location. The report displays the patient names and their registration numbers for each ward. The report can be generated by division for a particular month. The system allows information to be requested for a single MEPRS Code or a Ward Location, or the combination of both MEPRS Code and Ward Location.

This option is available only to authorized users.

STARS/FL Subsystem Workload Report

The STARS/FL Subsystem Workload Report provides a printout of data that was sent, or will be sent, to the STARS/FL system. The report can be generated to print by subsystem (Pharmacy, Laboratory, Radiology, Inpatient, Outpatient, Support Services, Dietetics, and Ancillary), or can include all subsystems.

The report includes the workload amount totals for each CAC and WJON. It is a monthly report that can be printed only for the current month, the reporting month, and the prior month.

WAM Radiology MEPRS Report

The WAM Radiology MEPRS Report is an option which has been added to assist sites in validating and reconciling Radiology workload data with WAM workload data for correctness and completeness. This report displays Performing MEPRS, Requesting MEPRS, weighted workload, and raw workload for the division and month selected. An exception report is provided at the end of the report which identifies any workload not reported through WAM. The report can be balanced against the reported Radiology workload totals by adding the totals in the exception section to the WAM totals in the body of the report.

Appendix B: Electronic Transfer Utility

NOTE: This section on ETU is abbreviated and tailored to WAM applications. For complete release notes on ETU, please refer to the Release Notes titled: "SY_ETU041.RELEASE_NOTES." These release notes were copied into the directory specified by SYS$HELP upon installation of ETU 4.1.4 (or later).

NOTE: Enhancements have been made to ETU making it a general purpose utility by untying the dependencies between ETU and the formats and names of the files it transfers. These enhancements increase the utility's functionality and flexibility so that it is able to transfer the same file to multiple locations, rename any outgoing file, provide an interface for firewalls, and maintain a database of default configuration information. The enhancements affect the current SIDR, Outpatient SIDR, Worldwide Workload Report, and STARS/FL file format, no longer allowing the utility's previous capabilities to parse and separate SIDR, WWR, and STARS/FL files. Please refer to the above-mentioned document for detailed information on the ETU 4.1.4 enhancements.

The Electronic Transfer Utility (ETU) now supports the electronic transmission of Standard Inpatient Data Records (SIDR) files to the Naval Medical Information Management Center (NMIMC) and Patient Administration and Biostatistics Activities (PASBA), STARS/FL Workload files to the Standard Accounting and Reporting System/Field Level (STARS) Central Repository, Expense Assignment System (EAS) files to the site EAS computer, and Worldwide workload files to NMIMC.

In this appendix, only the EAS and STARS/FL portions of the ETU will be discussed.

Site staff, such as the site operator, will produce the appropriate files in accordance with standard operating procedures. When the file is destined for export to a remote system, the site operator must choose the flat file creation option. The operator can check the transmittal log at a later date/time to determine if the transmission was successful. If immediate transfer is not desired, an automatic transmission will be initiated at a user-defined time within the following 24 hours. If immediate file transfer is desired, once the file is created, the operator can go into SY_ADMIN and execute the ETU. The ETU is also available via the operating system command line. The operator either chooses the appropriate file to transfer or chooses a descriptive name for a destination location to transfer. The ETU searches for the file and parses the file name to determine the type of transmittal. The ETU displays user-defined parameters for the file transfer. The operator can choose to modify or use the displayed parameters. The ETU initiates the transfer to the remote system via FTP and displays the transmission log entries as the files are transmitted.

The ETU supports the Workload Accounting Module (WAM) sub-system by retrieving incoming data files from EAS (ASD Table and SAS Detail File) and transporting outgoing data

files to EAS (EAS Workload ASCII File) and the STARS/FL Central Repository (STARS/FL Workload ASCII File).

Functional Dependencies

Since the SIDR, STARS/FL Workload, and Worldwide Workload files do not have the information within them to distinguish the file generation type or date/time, the ETU needs to parse the file name as a means of providing this information. This information is used to rename the files at the destination location according to the destination location naming specifications described in the last section of this appendix.

The file names are automatically generated and displayed at file creation time. If the default file name is changed and/or renamed, the ETU may not be able to transfer these files successfully.

ETU does not place restrictions on the number of transmissions that can occur.

Site system administrators need to coordinate with EDS to configure transfers of EAS files.

Transmit Files

This option allows you to transmit files.

a) If you select this option, ETU displays the following prompt:

Enter a descriptive name for transfer parameters: //

b) If a ? (Question mark) is entered, then a numbered, alphabetical list of possible transfer parameters for exportable files is displayed. The parameters presented are those that were previously entered with at least one file entered in the "Files to be exported" field:

The possible transfer parameters for exportable files are:

1. EAS_FILES
2. SIDR_TO_NMIMC
3. SIDR_TO_PASBA
4. STARS_FILES
5. WWW_TO_NMIMC

Enter number of descriptive name for transfer parameters: 1//

The number from the displayed list can be entered.

c) If the desired entry is not displayed, you can press <RETURN> and choose the "Update Location Parameters" option to update location parameters for the desired transmission.

d) Once a choice is made, the parameters relevant to exporting a file are displayed with the following prompt:

(C)hange parameters, (T)ransfer, (Q)uit: T //

e) If (C)hange parameters is entered, the system allows an update of those parameters relevant to exporting. Once the changes have been made, the transmission begins.

f) The transmission occurs in the same manner as described in section 2.1.3.1, Transmit A File (choose name).

g) If the transmission was executed via a scheduled job and not executed interactively, the output is stored in the file "ETU_<SITE>_EXP<HOUR>.LOG" in the directory specified by the system logical SY_DEL_DIR. <SITE> is the descriptive name for the transfer parameters. <HOUR> is the hour of transmission.

Update Location Parameters

a) If this option is selected, ETU displays the following prompts:

Enter type of update (A)dd, (E)dit, (D)elete: E//

If (A)dd is selected, the following prompts show the input that should be entered in order to set up the location parameters for sending STARS/FL Workload files to the STARS/FL Central Repository:

Note: User input is displayed following the double slashes (//). 9999 in the name of files to export represents the Operating Budget UIC associated with the group identification.

Enter a descriptive name for transfer parameters // TO_STARS
Enter Name or IP address for remote system: // 163.240.18.15
Enter User ID for remote system: joeuser // your_login
Enter Password for remote system: // your_password
Enter Files to be exported: // wrk99999**
Enter Files to be imported: //
Enter Receiving directory at remote system: //
Enter Maximum retransmits: 1 //
Enter File compression mode: none //
Enter File encryption key: //
Enter ASCII or binary transfer: ASCII //
Enter Transmission log transfer option: none //
Enter Hours for automatic scheduled transmission: // 2
Enter Source mask: WRK-.= //
Enter Destination mask: 'LXFASH2.CHCS.N-.D=' //
Enter Record length: 127 //

Enter Email address for status message: //
Firewall interface lines:
Enter Line 1: //
Lines executed prior to transmission:
Enter Line 1: QUOTE SITE TR PRI=5 SEC=5 RECFM=FB LRECL=127 BLKSIZE=27940 //
Enter Line 2: PASSIVE OFF //
Enter Line 3: //
Add another location for this transfer: N //

If you select (A)dd, the following prompts show the input that should be entered by the user in order to set up the location parameters for sending and receiving EAS files.

Note: User input is displayed following the double slashes (//). 9999 in the name of files to export represents the DMIS ID of the reporting MTF. The IP address for sending and receiving EAS files will vary for each site. In order to determine the correct configuration needs, the site system administrator should contact the EAS System Manager or the Network Manager for configuration information.

TO SEND EAS FILES:

Enter a descriptive name for transfer parameters // EAS_FILES_EXPORT
Enter Name or IP address for remote system: // 999.999.999.999
Enter User ID for remote system: joeuser // your login
Enter Password for remote system: // your password
Enter Files to be exported: // w9999* x9999*
Enter Files to be imported: //
Enter Receiving directory at remote system: // /usr/wam
Enter Maximum retransmits: 1 //
Enter File compression mode: none // gzip
Enter File encryption key: //
Transfer mode is binary
Enter Transmission log transfer option: none // send
Enter Hours for automatic scheduled transmission: // 3
Enter Source mask: //
Enter Record length: //
Enter Email address for status message: //
Firewall interface lines:
Enter Line 1: //Lines executed prior to transmission:
Enter Line 1: //
Add another location for this transfer: N //

TO RECEIVE EAS FILES:

Enter a descriptive name for transfer parameters // EAS_FILES_IMPORT
Enter Name or IP address for remote system: // 999.999.999.999
Enter User ID for remote system: joeuser // your login
Enter Password for remote system: // your password

Enter Files to be exported: //
Enter Files to be imported: // a9999* s9999* A9999* S9999*
Enter Sending directory at remote system: // /usr/wam
Enter Maximum retransmits: 1 //
Enter File compression mode: none // gzip
Enter File encryption key: //
Transfer mode is binary
Enter Transmission log transfer option: none // send
Enter Hours for automatic scheduled transmission: // 2
Enter Email address for status message: //
Firewall interface lines:
Enter Line 1: //
Lines executed prior to transmission:
Enter Line 1: //

NOTE: It is recommended that the process described above for sending and receiving EAS files be done twice to accommodate the WAM module. Once for the export files, and once for the import files. Therefore the "Enter Hour for Automatic Scheduled transmission:" time can be different for import and export files.

The export time recommended for the EAS Workload ASCII files is 0300 (or after midnight) because the monthly ASCII file will be created by a WAM user sometime during the day or evening. A time such as 0300 is appropriate to send the file to the EAS system.

The import time recommended for the EAS update files is 0200. Importing files, involves a process of bringing the file into the CHCS Import Directory (at the time set here for ETU), then CHCS Taskman options incorporating the files from the Import Directory.

In the examples above, the default values are representative of what would be seen in ETU set up. An entry of "@" clears the default. Upon subsequent invocations, the data entered previously appear as the default values.

EAS is a system that can receive site log files from CHCS and supports file compression. Sending a transmission log transfer to EAS is especially important since this file is used by EAS to determine which files to delete from their system. If a transmission log transfer to EAS is not configured, EAS does not know to delete files that ETU has already retrieved; this can cause ETU to repeatedly retrieve files that have already been processed.

When multiple files are listed in the "Files to be exported" or the "Files to be imported" fields, ETU automatically strips the file list of any comma separators. These separators are re-added when ETU is running on a VMS system.

If the (E)dit option is selected, the existing transfer parameters are listed:

The possible transfer parameters are:

1. EAS_FILES
2. SIDR_TO_NMIMC
3. SIDR_TO_PASBA
4. STARS_FILES
5. WWW_TO_NMIMC

a) Enter number of descriptive name for transfer parameters: 1//

A user can enter a number from the displayed list corresponding to the transfer parameters to be updated. ETU then displays prompts that allow you to update those parameters to their desired values. The prompts displayed are the same that are displayed when (A)dd is selected.

If the (D)elete option is selected, the existing transfer parameters are listed:

The possible transfer parameters are:

1. EAS_FILES
2. SIDR_TO_NMIMC
3. SIDR_TO_PASBA
4. STARS_FILES
5. WWW_TO_NMIMC

a) Enter number of descriptive name for transfer parameters: //

A user can enter a number from the displayed list corresponding to the transfer parameters to be deleted.

b) If a ? (question mark) is entered when prompted for the number of the descriptive name for transfer parameters, the possible file transfer parameters are redisplayed, and ETU reprompts to enter the number of the descriptive name for transfer parameters.

c) If an existing location is entered when prompted for the location name during (A)dd, then ETU responds as if the user had entered the (E)dit option.

d) The Hours for automatic scheduled transmission allows values between 0 and 23 corresponding to 24-hour time. Once a value is entered, one transmission is scheduled on the local machine to occur at the specified time for each hour entered. If the log file is to be transmitted, the log file is sent directly after the scheduled transmission has occurred.

e) An import job is scheduled when there is an entry in the "Files to be imported" field and when there is an entry in the "Hour for automatic scheduled transmission" field. An export job is scheduled when there is an entry in the "Files to be exported" field and when there is an entry

in the "Hour for automatic scheduled transmission" field. Clearing the "Hour for automatic scheduled transmission" field causes the export and import jobs to be unscheduled. Clearing the "Files to be imported" field causes the import job to be unscheduled. Clearing the "Files to be exported" field causes the export job to be unscheduled. Any changes in these fields cause appropriate changes in the jobs scheduled.

f) If all transfer parameter entries are deleted, the master location parameter file will also be deleted.

Technical Issues

1. Scheduling Transmissions: file transmissions can be scheduled to occur automatically by an entry in the "Hours for automatic scheduled transmission" field. A SUBMIT command is issued to the batch queue indicating the frequency of the automated transfer.

2. A transmission pseudo failure is a transmission attempt that is not successful due to circumstances where another transmission attempt may be successful.

3. ETU invokes FTP with the "verbose" toggle option set. Use of "verbose" in the general-purpose lines will disable this setting and can result in ETU not being able to detect success or failure of the transmission.

4. gzip and gunzip, when invoked from ETU, are invoked with the "force" option causing any existing files with the same name as the destination gzip or gunzipped file name to be overwritten.

5. The descriptive name for transfer parameters can only contain alphabetic, numeric or underscore characters. ETU reprompts a user to enter the transfer parameters if you attempt to enter an unallowable character.

6. ETU should be invoked by users in the same operating system group. The permanent files that ETU creates are updated in future invocations of ETU. These updates are successful only when the current user of ETU is in the same operating system group as the prior user of ETU. Executing ETU as SYSTEM or with syspriv causes the ownership of some ETU permanent files to be SYSTEM. This can cause unsuccessful update attempts to these files by subsequent, unprivileged users of ETU.

CHCS File Name Specifications

a) The EAS ASD and SAS Detail name specification is as follows:

```
T    XXXX    YMM.DD
1    2       3
```

Where:
1) T=Type of data file: "A"=ASD file, "S"=SAS detail file,
2) DMIS ID of the reporting Medical Treatment Facility (MTF),
3) Y=Calendar year, MM=Calendar Month, DD=Calendar Day.

b) The EAS Workload ASCII File name specification is as follows:

```
T   XXXX YMM.DD V
1   2        3       4
```

Where:
1) T=Type of data: "W"=Original data, "X"=Updated data,
2) DMIS ID of the reporting Medical Treatment Facility (MTF),
3) Y=Fiscal year, MM=Numeric Fiscal Month, DD=Fiscal Day,
4) V=Alphabetic transmission version.

c) The STARS/FL Workload ASCII file name specification is as follows:

```
WRK  XXXXX   .MMM
1       2       3
```

Where:
1) WRK="WRK" required identifying file prefix,
2) Operating Budget UIC associated with the group identification,
3) .MMM=Alphabetic Month (JAN, FEB, MAR,...).

d) The retransmitted STARS/FL Workload ASCII file name specification is as follows:

```
WRK  XXXXX   .MMR
1       2       3
```

Where:
1) WRK="WRK" required identifying file prefix,
2) Operating Budget UIC associated with the group identification,
3) .MMM=Numeric Month followed by letter "R".

External File Name Specifications

At ETU transfer run-time, the ETU converts CHCS specified file names for each file type to the name needed by the remote/receiving system. The conversion occurs through the use of the "File mask" field. The external name specifications of the files transferred by ETU are as follows:

a) The EAS ASD and SAS Detail name specification is as follows:

```
T    XXXX     YMM.DD
1        2    3
```

Where:
1) T=Type of data file: "A"=ASD file, "S"=SAS detail file,
2) DMIS ID of the reporting Medical Treatment Facility (MTF),
3) Y=Calendar year, MM=Calendar Fiscal Month, DD=Calendar Day.

The CHCS name specification for EAS ASD and SAS Detail files is identical to the external name specification. Therefore, no file mask field is used.

b) The EAS Workload ASCII File name specification is as follows:

```
T   XXXX YMM.DD V
1   2        3       4
```

Where:
1) T=Type of data: "W"=Original data, "X"=Updated data,
2) DMIS ID of the reporting Medical Treatment Facility (MTF),
3) Y=Fiscal year, MM=Numeric Fiscal Month, DD=Fiscal Day,
4) V=Alphabetic transmission version.

The CHCS name specification for EAS Workload ASCII Files is identical to the external name specification. Therefore, no file mask field is used.

c) The STARS/FL Workload file name specification is as follows:

```
LXFASH2.CHCS.N   XXXXX   .DYDDD
1                2       3
```

Where:
1) LXFASH2.CHCS.N="LXFASH2.CHCS.N" required identifying file prefix,
2) Operating Budget UIC associated with the group identification,
3) .DYDDD=".D" and Julian Date of transmission.

For STARS/FL Workload files sent to the STARS/FL Central Repository, the CHCS name specification is different from the external name specification. The following file mask is needed:

```
'LXFASH2.CHCS.N-.D='
```

d) The retransmitted STARS/FL Workload ASCII file name specification is as follows:

```
LXFASH2.CHCS.N   XXXXX   .DYDDD       X
1                2       3              4
```

Where:

1) LXFASH2.CHCS.N="LXFASH2.CHCS.N" required identifying file prefix,
2) Operating Budget UIC associated with the group identification,
3) .DYDDD=".D" and Julian Date of transmission,
4) X="A" retransmission indication suffix.

For STARS/FL Retransmitted Workload files sent to the STARS/FL Central Repository, the CHCS name specification is different from the external name specification. The following Source and Destination masks are needed:

```
WRK-.=                      @Source file mask
'LXFASH2.CHCS.N-.D='        @Destination file mask
```

Appendix C: Glossary

ADMISSION - The process of bringing a patient to the MTF.

ANCILLARY - Ancillary Services are those functions that participate in the care of patients principally by assisting and augmenting the attending physicians, dentists, and non-physician privileged providers in diagnosing and treating human ills, i.e., radiology, pathology, pharmacy. Ancillary services generally do not have primary responsibility for the management of patients.

ASD (ACCOUNT SUBSET DEFINITION) - An EAS table identifying authorized codes used in an MTF.

ASCII (American Standard Code for Information Interchange) - This code dictates the combinations of zeros and ones used to form computer characters. Its series of 128 characters can be used to form uppercase and lowercase alphabetic characters, numbers, punctuation, special symbols, and control characters.

BATCH MERGE - An EAS scheduled process used to import data from external sources.

BATCH PROCESS - A CHCS function used to facilitate rapid approval of multiple records.

BUSINESS RULES - A set of rules (edits) followed to ensure the proper data accuracy.

CAC (COST ACCOUNT CODE) - Navy only - A four character code consisting of the number "4" followed by the first three characters of the MEPRS code. The CAC is used for ancillary and non-ancillary workload transmitted to STARS/FL.

CHCS (Composite Health Care System) - A fully automated integrated medical information system. CHCS facilitates the coordination of health care activities and patient information between all departments within a MTF and it's medically integrated outlying clinics.

CLN (CLINICAL SYSTEM) - Nursing, Physician and Facility Quality Assurance modules on CHCS.

CPT (Current Procedural Terminology) - A list of codes and descriptions used to identify types of patient procedures.

DTS (DIETETICS) - Dietetics module on CHCS.

DISPOSITION - The removal of a patient from the census of an inpatient facility by reason of discharge to duty, to home, transfer to another medical treatment facility, death or other termination of inpatient care.

DMIS GROUP ID'S - DMIS Group or Parent ID is assigned to a group of reporting activities to provide the ability to aggregate and roll-up workload data.

DMIS ID (Defense Medical Information System Identification Code) - A four character code used to uniquely identify a reporting Medical Treatment Facility with the Department of Defense. The EAS System uses the DMIS ID to define which divisions roll their workload together. Each division has a unique DMIS ID and a parent DMIS ID. The parent DMIS ID defines divisions that combine their workload.

DMIS ID RE-ALIGNMENT UTILITY - CHCS options to support changes to DMIS codes within the CHCS files system.

EAS (EXPENSE ASSIGNMENT SYSTEM) - EAS is an automated system that allocates or distributes the costs and expenses of medical departments to medical specialties or other medical departments that use the department's services. The primary output of the EAS is the Medical Expense and Performance Report which summarizes statistical and expense data on both a period-specific and cumulative year-to-date basis.

ETU (ELECTRONIC TRANSFER UTILITY) - CHCS functionality to transfer reports and files to external systems by FTP.

FTP (FILE TRANSFER PROTOCOL) - Network utility used to transport files between CHCS and EAS or CHCS and STARS/FL systems.

IPDWC (INPATIENT DIVIDED WORK CENTER) - One host CHCS site with more than one inpatient division assigned.

JON - Job Order Number

LAB (LABORATORY) - Laboratory module on CHCS. The software programs that process orders for lab tests; specifically, the programs that allow the user to log in specimens, to track order status, to enter and certify results, to maintain lab files, and to generate lab reports.

MASTER MEPRS TABLE - The Standard 3rd-level MEPRS code and descriptions table as defined by OASD (HA).

MCP (MANAGED CARE PROGRAM) DIVISION - A division on CHCS that is designated as the area in which the non-MTF provider network is built. It is also used to define processing parameters within the MCP module of CHCS.

MEPRS (MEDICAL EXPENSE AND PERFORMANCE REPORTING SYSTEM) - The Medical Expense and Performance Reporting System for fixed military and dental treatment facilities, replacement host for the (UCA) Uniformed Chart of Accounts. MEPRS provides consistent principles, standards, policies, definitions, and requirements for accounting and reporting of expense, manpower, and performance by DoD fixed medical facilities.

MEPRS CODE - The four character Medical Expense and Performance Reporting System code that is used to identify cost centers at the MTF. The MEPRS code is used for workload accounting purposes. These codes are assigned to each transaction to track who ordered the transaction and to calculate workload. MEPRS codes at the fourth level are unique at the CHCS Group/Division Level and consist of three DoD standard characters to identify the service provided and a unique fourth character assigned by the MTF.

MEPRS CODE FILE - A CHCS file which contains the Master MEPRS Table and MTF site-definable MEPRS Table.

MILDEP (MILITARY DEPARTMENT) - Military Department point of contact; i.e., Army, Navy, Air Force.

MILITARY MTF (MEDICAL TREATMENT FACILITY) - A fixed military medical treatment facility including it's outlying affiliated workcenters established for the purpose of furnishing medical and/or care to eligible individuals.

NASDI CORE TABLE - A CHCS table that contains the service unique and standard SAS, the performing MEPRS code, and requesting MEPRS codes. It also identifies whether the SAS is system generated or manually entered and lists the business rules associated with each SAS.

OASD HA (OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE, HEALTH AFFAIRS) - Office of primary responsibility for the Defense Health Program.

PAD (PATIENT ADMINISTRATION) - Patient Administration module on CHCS. The PAD Subsystem facilitates the collection recording of patient information regarding the admission, disposition, and transfer of patients. This subsystem also manages ward and bed status within the MTF.

PAS (PATIENT APPOINTMENT SCHEDULING) - A CHCS module used to capture outpatient visits for an MTF. This subsystem enables individual clinics or providers to control their own scheduling, booking, and appointments. It also alerts other system users to potentially conflicting schedules.

PERFORMANCE FACTOR/--RAW WORKLOAD - Ancillary workload counts each procedure or count as raw workload. This is the number of times a procedure was done by individual count.

PERFORMANCE FACTOR/--RAW WORKLOAD TOTAL - For ancillaries, this is the sum total of all raw workload by requesting MEPRS for an MTF - specified performing MEPRS. For non-ancillaries, it is the sum total of all statistic amount workload by requesting MEPRS for the DoD or service-specific SAS.

PERFORMANCE FACTOR/--WEIGHTED WORKLOAD - DoD factors in the time it takes to do procedures or counts by taking this weighted factor and multiplying it by the raw workload. This will then generate the weighted workload counts.

PERFORMANCE FACTOR/--WEIGHTED WORKLOAD TOTAL - Sorted by MTF and requesting MEPRS, this is the sum total of the specified performing MEPRS of an ancillary subsystem weighted workload.

PERFORMING MEPRS - The fourth-level MEPRS code corresponding to the associated SAS. This code represents the service that supplies the requested service to the requesting MEPRS.

PHR (PHARMACY) - Pharmacy module on CHCS.

PRIMARY MENU - The main menu assigned to a user.

RAD (RADIOLOGY) - Radiology module on CHCS.

RAW WORKLOAD - For ancillaries, the raw number of procedures for each Requesting cost center that requested/ordered services from the Performing MEPRS work/cost center. Raw Workload is always reported in whole units to which weighing factors are applied to obtain the Weighted Workload which is reported in decimals.

REQUESTING MEPRS - The fourth-level MEPRS code corresponding to the associated SAS. This code represents the service that requests the orders forms the performing MEPRS.

RON (REMAIN OVERNIGHT) - A RON patient is the only type of patient in CHCS who is admitted to a medical treatment facility without being assigned a register number, e.g., Air Evac patients.

SADR (STANDARD AMBULATORY DATA RECORD) - Record created by ADS to capture diagnosis (ICD-9-CM) and procedures (CPT-4) for ambulatory patients.

SAS (STEPDOWN ASSIGNMENT STATISTIC) - The SAS is a three digit number used to track the number of occurrences for a particular statistic within a number of workcenters. For example, 001 is a SAS for Occupied Bed Days. A SAS can also be used to track the amount of workload being performed within a particular workcenter in an MTF. A performing MEPRS and a Requesting MEPRS will always be associated with the SAS number.

SAS DETAIL FILE - A file containing the guidelines to collect workload data such as occupied bed days and clinic visits. EAS is the primary source for updating this file.

SCR (SYSTEM CHANGE REQUEST) - An enhancement request for functionality additions, deletions or modifications that can be initiated by the government, contractor, or any user. When the government CCB has approved the SCR and developed a FD, the contractor may, if requested, respond to the SCR with an engineering change proposal (ECP).

SECONDARY MENU - Menu(s) assigned to user that are transparent unless viewed with double ?? at any CHCS menu, e.g., Mailman.

SECURITY KEYS - Means of allowing or not allowing access to CHCS software at the menu option level. Each menu option may be locked by a security key defined by the system manager.

SIR (SYSTEM INCIDENT REPORT) - Software change request submitted by the users when the original functionality does not work correctly or as designed.

STARS/FL (STANDARD ACCOUNTING AND REPORTING SYSTEM/FIELD LEVEL) - Navy only - System used by Navy in addition to EAS System. A STARS/FL Central Repository system exists as well, where the final monthly workload data is sent from each Navy site's local STARS/FL system.

STATISTIC AMOUNT - Non-ancillary workload edit templates only, this is the amount of the corresponding data. For non-ancillaries, such as PAD and PAS, the raw workload that is reported. Examples include occupied bed days or patient visits. No weighted factors are applied.

TASKMAN - The CHCS utility that is used to schedule recurring tasks.

TEMPLATES (FILEMAN TYPE) - Used to save input and output specifications defined by user for use at a later time. There are three types of fileman templates: print, sort, and input templates. A template is invoked using brackets to frame the template name (i.e., [template name]) in response to the PRINT FIELD, SORT BY and EDIT WHICH FIELD prompts.

TEMPLATE STATUS - Status of data for this workload edit template. I=Initialized, V=Verified, X=Rejected to WorkCenter, W=Waiting for Approval, A=Approved and T=Transmitted.

UIC (UNIT IDENTIFICATION CODE) - A six character alpha-numeric code used to identify both Medical/Non-Medical Units. This unique ID is used within Department of Defense to identify data on reports within EAS and CHCS.

WAM (WORKLOAD ASSIGNMENT MODULE) - Workload Assignment Module on CHCS. This module allows authorized users to edit Expense Assignment System (EAS) and Standard Account and Reporting System/Field Level (STARS/FL) workload data, generate EAS and STARS/FL workload reports, manage workload templates, create American Standard Code for Information Interchange (ASCII) files for transmission. It also provides a centralized menu of Medical Expense and Performance Reporting System (MEPRS) - related reports.

WJON (WORKLOAD JOB ORDER NUMBER) - Navy only - An 11 character concatenation of four fields. They are: the 5 character Operating Budget UIC (OB-UIC), the last digit of the Fiscal Year (character 6), the four digit CAC (character 7-10, and the 4th character of the Performing MEPRS Code (character 11). The WJON uniquely identifies the workcenter.

WORKCENTER - A functional or organizational subdivision of an MTF for which provision is made to accumulate and measure expenses and to determine workload performance.

WEIGHTED WORKLOAD - For ancillaries, the weighted workload for each Requesting MEPRS cost center that requested/ordered services from the Performing MEPRS work/cost center. Weighted Workload is calculated by multiplying the Raw Workload by a weight factor such as CPT to obtain the weighted workload.

WORKLOAD TEMPLATE FOR WAM - An essential boiler plate or frame-work for data. Templates are populated with Raw Workload, Weighted Workload and Statistic fields. Templates must be "Initialized" at the beginning of each month in order to receive data from CHCS.

Appendix D: Exceptions Report Categories

This Appendix contains detailed explanations of the possible exceptions which may appear on the WAM Exceptions report. This may be used as a guide for reading and interpreting the Exception Report. The appropriate action to be taken for a given exception is included.

After various WAM files are processed, the WAM user needs to look for summary messages to determine if the files processed correctly. The exception messages must also be reviewed and resolved appropriately. For example, if the ASD file did not process and the SAS and STARS/FL file did, then there will be exceptions due to MEPRS code. Resolve issues with ASD file, and then rerun all three files. Another example would be if the STARS/FL file (Navy only) did not process, do not initialize data. Resolve the issue of the STARS/FL file not processing and then rerun the STARS/FL file. If successful, initialize data.

Some category descriptions reference various Points of Contact (POCs) to take action. For clarification, definitions are listed below:

System Specialist/Software Specialist/System Manager: The CHCS computer specialist on site responsible for setting up background system functions (such as the ETU) and files on CHCS.

WAM Supervisor (aka Facility Workload Coordinator): MEPRS Officer or other site personnel tasked with maintenance of WAM subsystem on CHCS.

EAS POC: Person on site responsible for file/table maintenance of local EAS system.

STARS/FL POC: Navy Sites only. This is the contact or representative responsible for supplying STARS/FL files to the local MTF from the STARS/FL Central Repository.

For Navy sites, it is important that information is coordinated between EAS, STARS/FL, and CHCS because the SAS Detail and STARS/FL files depend upon the ASD file to populate the MEPRS file with fourth-level MEPRS. If the EAS POC adds a new MEPRS code, the EAS POC should contact the STARS/FL POC with that information so that the appropriate WJON/CAC code can be sent in the STARS/FL file. If the ASD file does not process and the SAS and STARS/FL files do, there will be exceptions for those files due to the ASD file; therefore, all three files must be re-processed. Severity levels for all messages are grouped into the following: E-Error, W-Warning, N-Notification.

All the recommended actions assume that the WAM Supervisor (aka Facility Workload Coordinator) is the user reading and interpreting the exception on the Exceptions Report.

Exceptions fall under twelve category types listed below. Categories 1-4 are messages regarding processing of incoming files. Categories 5-7 pertain to data entered/edited through the DWAM

menu. Categories 8-12 concern WAM templates and transfer of ASCII files to EAS and STARS/FL.

1 - EAS ASD FILE EXCEPTIONS
2 - EAS SAS FILE EXCEPTIONS
3 - STARS/FL CAC/WJON FILE EXCEPTIONS
4 - WAM FILE SYNCHRONIZATION ERRORS
5 - CAC/WJON PROCESSING IN DWAM
6 - SAS PROCESSING IN DWAM
7 - INVALID MEPRS IN DWAM
8 - WORKLOAD DEVIATIONS
9 - WORKLOAD DELINQUENCIES
10 - TEMPLATE STATUS
11 - STARS/FL ASCII FILE CREATION
12 - EAS ASCII FILE CREATION

1. CATEGORY 1, EAS ASD FILE EXCEPTIONS

This category contains all the exceptions messages that could be logged while processing the incoming ASD file. Below are examples of these exceptions.

NOTE: CHCS logs a new header and trailer message with a date/time stamp and fiscal year indicator when processing the EAS ASD files. With these new header and trailer messages it can easily be determined what messages were logged for a particular file and at what time the file was processed. Any exception message that is logged for a particular file will be displayed between the header and trailer messages. Examples:

(N) ASD file A0490710.25 - FY 97 - started at 5/16/97@0200
(N) ASD file A0490710.25 - FY 97 - completed at 5/16/97@0205

ADDITIONAL MESSAGES

a. (E) Cannot open EAS III ASD FILE input file A0121603.22

1. This message indicates that the system cannot read the file because of the protections on the file.

Action: Contact the system specialist to have protections lowered on file. If a corresponding SAS Detail file or STARS/FL file was processed after the ASD file, there are two ways to handle this:

1) The system specialist can move the appropriate files from the CHCS.APPL.DELETE directory back into the CHCS.APPL.IMPORT directory.

Note: The files will only remain in the Import or Delete directories for 14 days, and then they are deleted.

- Make sure protections have been lowered on the ASD, SAS, and STARS/FL files.

- The files will be processed at the scheduled time or the appropriate options can be tasked off immediately.

Note: If the options are manually tasked off via TaskMan, the ASD file must complete processing before the processing of the SAS and STARS/FL files start.

2) The EAS POC can be contacted for retransmittal of ASD and/or SAS files. Contact STARS/FL POC for retransmittal of STARS/FL file.

- The files will be processed at the scheduled time or the appropriate options can be tasked off immediately.

Note: If the options are manually tasked off via TaskMan, the ASD file must complete processing before the processing of the SAS and STARS/FL files start.

3) Check the Exception Report via the WAM menu to verify that all files processed correctly prior to initializing the data.

b. (E) ASD file A0124604.04 not processed - WAM functionality off for division 0124

1. This message indicates that the WAM functionality has not been turned on for Division of 0124; therefore, the incoming files will not be processed.

Action: Authorized personnel need to turn the WAM functionality on via the WAM Menu. Once WAM is "turned on", then the files will be processed at the scheduled time or the scheduled options can be tasked to run sooner.

Note: If the options are manually tasked off via TaskMan, the ASD file must complete processing before the processing of the SAS and STARS/FL files start.

c. (E) ASD Processing Terminated - A0120604.01 - Invalid Header Record

1. This message is logged because the header record of the ASD file was invalid. The header record is invalid when the first position in the header record is not a “1" which indicates that it is a header record.

Action: Contact the EAS POC with information to have new file transmitted. If a corresponding SAS Detail file or STARS/FL file was processed after the ASD file, there are two ways to handle this:

1) The system specialist can move the appropriate files from the CHCS.APPL.DELETE directory back into the CHCS.APPL.IMPORT directory once the new ASD file is in the Import directory.

Note: The files will remain in the Import or Delete directories for 14 days, and then they are deleted.

- Make sure protections have been lowered.

- The files will be processed at the scheduled time or the appropriate options can be tasked off immediately.

Note: If the options are manually tasked off via TaskMan, the ASD file must complete processing before the processing of the SAS and STARS/FL files start.

2) The EAS POC can be contacted for retransmittal of ASD and/or SAS files. Contact the STARS/FL POC for retransmittal of STARS/FL file.

- The files will be processed at the scheduled time or the appropriate options can be tasked off immediately.

Note: If the options are manually tasked off via TaskMan, the ASD file must complete processing before the processing of the SAS and STARS/FL files start.

- Check the Exception Report via the WAM menu to verify that all files processed correctly prior to initializing the data.

d. (E) ASD Processing Terminated - A0121604.01 - Invalid Trailer Record

1. This message is logged because the trailer record of the ASD file was invalid. The first position in the trailer is not a "9", which indicates that it is a trailer a record.

Action: Contact the EAS POC to have the new file transmitted. If a corresponding SAS Detail file or STARS/FL file was processed after the ASD file, there are two ways to handle this:

1) The system specialist can move the appropriate files from the CHCS.APPL.DELETE directory back into the CHCS.APPL.IMPORT directory once the new ASD file is in the Import directory.

Note: The files will only remain in the Import or Delete directories for 14 days, and then they are deleted.

- Make sure protections have been lowered.

- The files will be processed at the scheduled time or the appropriate options can be tasked off immediately.

  Note: If the options are manually tasked off via TaskMan, the ASD file must complete processing before the processing of the SAS and STARS/FL files start.

2) The EAS POC can be contacted for retransmittal of ASD files. Contact STARS/FL POC for retransmittal of STARS/FL file.

   - The files will be processed at the scheduled time or the appropriate options can be tasked off immediately.

     Note: If the options are manually tasked off via TaskMan, the ASD file must complete processing before the processing of the SAS and STARS/FL files start.

     Check the Exception Report via the WAM menu to verify that all files processed correctly prior to initializing the data.

e. (E) ASD Record Rejected - A0121604.04 - 0464 - BFFR - Invalid DMIS

This message indicates that DMIS ID 0464 with MEPRS of BFFR is invalid for ASD file A0121604.04. The DMIS ID may be invalid for the following reasons:

1. The DMIS ID 0464 may not be in the Medical Center Division file (#40.8).
2. The DMIS ID 0464 may not be a valid rollup division for Group DMIS ID 0121 in the file #40.8).
3. The DMIS ID 0464 may not be active in the Medical Center Division file (#40.8).
4. The DMIS ID 0464 may not be a valid DMIS ID in the DMIS ID file (#8103).

Action:

1. Determine if the DMIS ID is a valid DMIS ID. If it is valid and appropriate approval is obtained, have authorized personnel add the DMIS ID to the Medical Center Division file (#40.8).
2. Determine if a division should be reactivated in #40.8. If it should be reactivated, authorized personnel can reactivate (with appropriate approval) via the DA functionality.
3. For Action 1 or 2, if a corresponding SAS Detail file or STARS/FL file was processed after the ASD file, there are two ways to handle this:

1) The system specialist can move the appropriate files from the CHCS.APPL.DELETE directory back into the CHCS.APPL.IMPORT directory once the new ASD file is in the Import directory.

   Note: The files will only remain in the Import or Delete directories for 14 days, and then they are deleted.

   - Make sure protections have been lowered.

   - The files will be processed at the scheduled time or the appropriate options can be tasked off immediately.

     Note: If the options are manually tasked off via TaskMan, the ASD file must complete processing before the processing of the SAS and STARS/FL files start.

2) The EAS POC can be contacted for retransmittal of the ASD files. Contact the STARS/FL POC for retransmittal of the STARS/FL file.

   - The files will be processed at the scheduled time or the appropriate options an be tasked off immediately.

     Note: If the options are manually tasked off via TaskMan, the ASD file must complete before the processing of the SAS and STARS/FL files start.

3) Check the Exception Report via the WAM menu to verify that all files processed correctly prior to initializing the data.

4. If the DMIS ID should be in the DMIS ID file (#8103), information should be provided to MILDEP so that information can be passed along appropriate channels so this Class 1 file can be updated. Site may want to request a QF for their DMIS ID.

5. If the DMIS ID is an invalid DMIS ID, contact the EAS POC with information. A new ASD and/or SAS file may be required. If a new ASD file is being sent, contact the STARS/FL POC with this information.

   - The files will be processed at the scheduled time or the appropriate options can be tasked off immediately.

     Note: If the options are manually tasked off via TaskMan, the ASD file must complete processing before the processing of any SAS and STARS/FL files start.

- Check the Exception Report via the WAM menu to verify that all files processed correctly prior to initializing the data.

f. (E) ASD Record Rejected - A0121604.04 - 0372 - BHAE - Invalid MEPRS

1. This message indicates that the MEPRS BHAE is not valid for DMIS ID 0372. In the MEPRS file (#8119), the codes are assigned at the Group DMIS ID level. Because the third-level MEPRS (BHA) is not valid for the Group DMIS ID (i.e, 0121), BHAE cannot be added to the MEPRS file.

Action: Contact the EAS POC with information. If the MEPRS code is valid, the MEPRS Officer can add the third-level MEPRS via the DA functionality. If a corresponding SAS Detail file or STARS/FL file was processed after the ASD file, there are two ways to handle this:

1) The system specialist can move the appropriate files (ASD, SAS, or STARS/FL) from the CHCS.APPL.DELETE directory back into the CHCS.APPL.IMPORT directory.

Note: The files will only remain in the Import or Delete directories for 14 days, and then they are deleted.

- Make sure protections have been lowered.

- The files will be processed at the scheduled time or the appropriate options can be tasked off immediately.

Note: If the options are manually tasked off via TaskMan, the ASD file must complete processing before the processing of any SAS and STARS/FL files start.

2) The EAS POC can be contacted for retransmittal of the ASD and/or SAS files. Contact the STARS/FL POC for retransmittal of the STARS/FL file.

- The files will be processed at the scheduled time or the appropriate options can be tasked off immediately.

Note: If the options are manually tasked off via TaskMan, the ASD file must complete processing before the processing of any SAS and STARS/FL files start

- Check the Exception Report via the WAM menu to verify that all files processed correctly prior to initializing the data.

g. (E) ASD Record Rejected - A0124605.08 - 0124 - AAAP - Hospital Location MEPRS

1. This message indicates that MEPRS code AAAP was given an ending effective date (inactivation date) in the EAS ASD file. Because this MEPRS code was assigned to a Hospital Location in the Hospital Location file, the ending effective date (inactivation date) was not processed. This message was logged.

Action:

a) For Group ID 0124 and its lower divisions only, need to reassign new MEPRS code for those Hospital Locations that have AAAP assigned to them.
b) Contact the EAS POC with information so that MEPRS code AAAP can be added to next EAS ASD file with the inactivation date.

h. (W) ASD Record - A0124605.08 - 0124 - AADA Bad End. Effect. Date

1. This message indicates that a bad ending effective date (inactivation date) was supplied. CHCS did not process this date. An example of a bad ending effective date is 19999999.

Action: Contact the EAS POC with information so that the correct ending effective date can be supplied in the next EAS ASD file.

i. (N) ASD Summary - A0121604.04 - 183 rec read, 183 rec expected

1. This message indicates the number of records read and the number of records expected. The number of records read should equal the number of records expected. The records expected is the total number of records and it is position 12-17 in the trailer record.

Action: Contact the EAS POC with information and have new ASD file transmitted if the numbers do not equal. Ask if a new SAS file is needed. If a new SAS is not needed, there are two ways to handle this:

1) The system specialist can move the appropriate files from the CHCS.APPL.DELETE directory back into the CHCS.APPL.IMPORT directory.

Note: The files will only remain in the Import or Delete directories for 14 days, and then they are deleted.

- Make sure protections have been lowered.

- The files will be processed at the scheduled time or the appropriate options can be tasked off immediately.

Note: If the options are manually tasked off via TaskMan, the ASD file must complete processing before the processing of the SAS and STARS/FL files start.

2) The EAS POC can be contacted for retransmittal of the SAS file. Contact the STARS/FL POC for retransmittal of the STARS/FL file.

- Check the Exception Report via the WAM menu to verify that all files processed correctly prior to initializing the data.

j. (W) ASD Summary - A0121604.04 - 181 rec processed, 2 rec rejected

1. This message indicates how many records were processed and how many were rejected. The two numbers should equal the total number of records read.

Action: Check the exceptions under Category 1 via the WAM menu to see what the exceptions are and resolve appropriately.

k. (N) INFORM STARS/FL POC OF FILE DISCREPANCIES: BAD DMIS, MEPRS, INACT. DATE

1. This message is displayed for Navy sites only. The purpose of this message is to aid in the coordination of the data between the different WAM interfaces. For example, if the fourth-level MEPRS codes in the ASD file are not processed into the MEPRS file due to bad DMIS ID codes, invalid MEPRS code, system error during processing of ASD file, or bad inactivation dates, this will cause the corresponding MEPRS codes in the STARS/FL file to be rejected (or a code to not be inactivated). This message will be logged when at least one exception message has been logged.

   Another example is if the ASD file does not run but the STARS/FL file did run, this will cause MEPRS exceptions in the STARS/FL file. If fourth-level MEPRS code was rejected due to a bad DMIS ID, this would also cause exception messages for the STARS/FL file. By contacting the STARS/FL POC with this type of information, it will aid the person who reviews the STARS/FL exceptions in determining why there were STARS/FL exceptions and how to resolve them.

Action: Contact the STARS/FL POC with file discrepancies. Also, when a new ASD file is created to correct the ASD discrepancies, provide information to the STARS/FL POC with information
because a new STARS/FL file may need to be created.

l. ASD Processing Terminated - A0124606.18 - System Error - 19 Jun 1996@11:23

1. This message is logged when a system error occurred during the processing of the ASD file. The message indicates which file had the error and the date and time that the error occurred.

Action: Contact the system administrator or software specialist and provide the information so it can be looked up in the error trap. Depending upon what the error is, the EAS POC may need to be contacted for a new file. Run the ASD file to completion.

- If associated SAS Detail and STARS/FL files were processed after the ASD file with the system error, these files will need to be re-processed to correct the exceptions that occurred due to the failure of the ASD file. There are two ways to handle this:

1) The system specialist can move the appropriate files from the CHCS.APPL.DELETE directory back into the CHCS.APPL.IMPORT directory.

   Note: The files will only remain in the Import or Delete directories for 14 days, and then they are deleted.

- Make sure protections have been lowered.

- The files will be processed at the scheduled time or the appropriate options can be tasked off immediately.

  Note: If the options are manually tasked off via TaskMan, the ASD file must complete processing before the processing of the SAS and STARS/FL files start.

2) The EAS POC can be contacted for retransmittal of the ASD and/or SAS file. Contact the STARS/FL POC for retransmittal of the STARS/FL file.

- The files will be processed at the scheduled time or the appropriate options can be tasked off immediately.

  Note: If the options are manually tasked off via TaskMan, the ASD file must complete before the processing of the SAS and STARS/FL files start.

- Check the Exception Report via WAM menu to verify that all files processed correctly prior to initializing the date.

m. ASD Record Rejected - A0124607.22 - 0124 - AACA - ICU MEPRS

1. This message is logged when a MEPRS code was rejected because it was an ICU MEPRS. ICU MEPRS (AAH*,AAC*,ABC*,ADC* and ADE*) should not be contained in the ASD file.

Action: Contact the EAS POC with this information. A new file may need to be transmitted.

1) If a new ASD file is needed, the EAS POC should contact the STARS/FL POC with the new MEPRS codes that will be added. This will allow the STARS/FL POC to include the appropriate information into the new STARS/FL file, if one is required.
2) The EAS POC will also determine if a new SAS Detail file is required due to any new ASD files being transmitted.
3) The files will be processed at the scheduled times or the appropriate options can be tasked off immediately.

Note: If the options are manually tasked off via TaskMan, the ASD file must complete processing before the SAS and STARS/FL files start.

4) If a new ASD file is sent but new SAS and STARS/FL files are not required, the system specialist can move the appropriate files from the CHCS.APPL.DELETE directory back into the CHCS.APPL.IMPORT directory.

Note: The files will only remain in the Import or Delete directories for 14 days, and then they are deleted.

- Make sure protections have been lowered.

- The files will be processed at the scheduled time or the appropriate options can be tasked off immediately.

Note: If the options are manually tasked off via TaskMan, the ASD file must complete processing before the SAS and STARS/FL files start.

5) Check the Exception Report via the WAM menu to verify that all files processed correctly prior to initializing the data.

n. ASD Record Rejected - A0124706.23 - 0124 - AAAA - Outpatient Division

1. This message is logged when a MEPRS code is added to the MEPRS Codes file via the ASD file and an inpatient facility is not defined for the Lead Division (Group ID) of any of its lower divisions, data records are rejected.

Action: Contact the EAS POC with this information. A new file may need to be transmitted.

o. (W) ASD Del. Rejected - A0124706.24 - AAAA - Hosp Loc MEPRS

1. This message is logged when an inbound EAS ASD file is being processed and an ADD transaction contains an Ending Effective Date for a MEPRS code tied to a Hospital Location. The message indicates that the date has been ignored.

Action: Contact the EAS POC with this information.

2. CATEGORY 2, EAS SAS FILE EXCEPTIONS:

This category contains all the exceptions that were logged during the processing of the incoming SAS Detail file from EAS. Below are examples of the exception messages.

NOTE: CHCS logs a new header and trailer message with a date/time stamp and fiscal year indicator when processing the EAS SAS files. With these new header and trailer messages it can easily be determined what messages were logged for a particular file and at what time the file was processed. Any exception message that is logged for a particular file will be displayed between the header and trailer messages. Examples:

(N) SAS file S0490710.25 - FY 97 - started at 5/16/97@0300
(N) SAS file S0490710.25 - FY 97 - completed at 5/16/97@0315

<u>ADDITIONAL MESSAGES</u>

a. (E) Cannot open SAS DETAIL FILE input file S0121603.21

1. This message is logged when the system cannot read the file because of file protections.

Action: Contact the system specialist to have the protections lowered. The file will be processed at the time the scheduled option, DOD SAS UPDATE, is scheduled to run, or the appropriate option can be tasked to run sooner.

b. (E) SAS file S0124604.04 not processed - WAM functionality off for division 0124

1. This message is logged when the WAM functionality has not been turned on for Group Division of 0124; therefore, the incoming files will not be processed.

Action: Authorized personnel need to turn the WAM functionality on via the WAM Menu. Once WAM is "turned on", then the files will be processed at the scheduled time or the scheduled options can be tasked to run sooner. If the scheduled options are manually tasked off, remember that the ASD file must complete its processing before the SAS and STARS/FL files begin to process.

c. (E) SAS Processing Terminated - S0120603.28 - Invalid Header Record

This messages is logged if one of the following is detected:

1. The first position in the header record is not a "1", which indicates that it is a header a record.

Action: Contact the EAS POC with this information to have the new file transmitted.

d. (E) SAS Processing Terminated - S0121603.28 - Invalid Trailer Record

1. This message is logged if the first position in the trailer record is not a "9", which indicates that it is a trailer a record.

Action: Contact the EAS POC with this information to have the new file transmitted. The file will process at the scheduled time or the scheduled option can be tasked to run sooner. If the scheduled options are manually tasked off, remember that the ASD file must complete processing before the SAS and STARS/FL files begin to process.

e. (E) SAS Record Rejected - S0120603.22 - 0464 - 009 - **** - BFFR - Bad DMIS ID

This message is logged when a bad DMIS is detected in the data record. In this example, DMIS ID 0464 is invalid for this SAS file S0120603.22. For this record, 0464 has a Performing MEPRS of **** (blank) and Requesting MEPRS of BFFR. This message may be logged for one of the following reasons:

1. The DMIS ID 0464 may not be a valid rollup division for Group ID 0120 in Medical Center Division file (#40.8).

2. The DMIS ID 0464 may not be active in the Medical Center Division file.

3. The DMIS ID 0464 may not be a valid division in the DMIS ID file (#8103).

Action:

1. Determine which of the three caused the exception to be logged.
2. Check the Medical Center Division file (#40.8) to see if division whose DMIS ID is 0464 is active in the file and see what its Group DMIS ID is. For example, file

#40.8 may have the correct roll-up which is why the ASD file processed without an error. Because the SAS file processing checks the DMIS ID file, an error message is created because 0464 does not rollup to 0124 in the DMIS ID file.

3. If the DMIS ID should be valid and active in the DMIS ID file, contact MILDEP through appropriate channels so that information can be relayed through appropriate channels to have this Class 1 file updated.
4. Contact the EAS POC to relay information whether it is valid or invalid. If the DMIS ID was mistakenly entered, a new file may be required.

f. (E) SAS Record Rejected - S0120603.22 - 0464 - 006 - Bad SAS

This message is logged when an invalid SAS code is detected for the data record indicated in the message. For example, SAS 006 is invalid for DMIS ID 0464 in SAS file S0120603.22. The SAS code may be invalid for one of the following reasons:

1. SAS 006 may not be valid for branch of service (i.e., Air Force in this example) in the NASDI Core file (#8185).
2. SAS 006 may not be a valid SAS code in the NASDI Core file (#8185).
3. The SAS code may be inactivated in the NASDI Core file.

Action: Using FileMan, inquire into the NASDI Core file to determine which is the problem. Contact the EAS POC with information. The EAS POC may determine that a new file needs to be transmitted or just an update file. The file will process at the scheduled time or the scheduled option can be tasked to run sooner. If the scheduled options are manually tasked off, remember that the ASD file must complete processing before the SAS or STARS/FL files begin to process.

g. (E) SAS Record Rejected - S0124604.04 - 0381 - 420 - DAAA - BGAY - Bad P MEPRS

1. This message indicates that Performing MEPRS DAAA is not a valid MEPRS for Division 0381. The error record contains the Requesting MEPRS BGAY and the SAS code 420. The MEPRS code DAAA is not in the MEPRS file (#8119) as a fourth-level MEPRS in the MEPRS file (#8119) for the Group DMIS ID 0124. The code may be invalid for one of the following reasons:

    a. The ASD file may not have contained the MEPRS code DAAA for addition to the MEPRS file.
    b. The ASD file may have updated the MEPRS file for Group ID 0124. For example for ASD file, DMIS ID 0381 is validated against the Medical Center Division file (#40.8), and 0381 has a Group DMIS ID of 0124 in #40.8. DAAA is added for the Group DMIS ID 0124. When processing the Performing MEPRS in the SAS file, the Group ID for DMIS ID 0381 is located in the DMIS ID file #8103, where it may say that 0381 has a Group DMIS ID of 0702. Using the Group DMIS ID of 0702, the software checks

the MEPRS file for DAAA for 0702 and finds that DAAA is not there for 0702. Hence, Bad Performing MEPRS message is logged for the SAS file and no exception message for the ASD file.

Action:

1. Determine which is the case.
2. If a, contact the EAS POC with information. EAS may send new ASD and/or SAS files.

   - If a new ASD file is required but a new SAS file is not required, the SAS file can be located in the CHCS.APPL.DELETE directory where it will remain for 14 days and then they are deleted. Move the appropriate SAS file into the CHCS.APPL.IMPORT directory when the ASD file is present.

   - Files will be processed from the CHCS.APPL.IMPORT directory at scheduled times or options can be tasked off sooner.

3. If b, determine if the Medical Center file (#40.8) is built incorrectly. If it is, have authorized personnel correct (with appropriate approval).

   - Have the system specialist place the appropriate SAS file back into the CHCS.APPL.IMPORT directory for processing.

     Note: Files will only remain in the Delete directory for 14 days. The alternative is to have the EAS POC transmit over another file.

   - If it is built correctly and the DMIS ID file is incorrect, provide information through appropriate channels to MILDEP so that this Class 1 file can be updated.

h. (E) SAS Record Rejected - S0120603.22 - 0120 - 001 - **** - AAAD - Bad R MEPRS

1. This message indicates that Requesting MEPRS AAAD is not a valid MEPRS for Division 0120. The Performing MEPRS is **** and the SAS/DMIS combination is 001/0120. MEPRS code AAAA is not in the MEPRS file (#8119) as a fourth-level MEPRS for the Group DMIS ID 0120. The code may be invalid for one of the following reasons:

   a. The ASD file may not have contained the MEPRS code AAAA for addition to the MEPRS file.
   b. The ASD file may have updated the MEPRS file for Group ID 0124. For example, for the ASD file, DMIS ID 0381 is validated against the Medical Center Division file (#40.8), and 0381 has a Group DMIS ID of 0124 in #40.8. AAAD is added for Group DMIS ID 0124 in the MEPRS file. When

processing the Requesting MEPRS in the SAS file, the Group ID for DMIS ID 0381 is located in the DMIS ID file #8103, where it may say that 0381 has a Group DMIS ID of 0702. Using the Group DMIS ID of 0702, the software checks the MEPRS file for AAAD for 0702 and finds that AAAA is not there for 0702. Hence, Bad Performing MEPRS message is logged for the SAS file and no exception message for the ASD file.

Note: This scenario can happen if there are tertiary rollups; however, for this example, the DMIS ID file was corrected for 0381 and it now has 0124 as its Group ID.

Action:

1. Determine which is the case.
2. If a, contact the EAS POC with information. EAS may send new ASD and/or SAS files.

   - If a new ASD file is required but a new SAS file is not, the SAS file can be located in the CHCS.APPL.DELETE directory where it will remain for 14 days and then they are deleted. Move appropriate SAS file into CHCS.APPL.IMPORT directory when the ASD file is present.

   - Files will be processed at scheduled times or options can be tasked off sooner. If the options are manually tasked off via TaskMan, make sure the ASD file has completed processing before the SAS or STARS/FL file start to process.

3. If b, determine if the Medical Center file (#40.8) is built incorrectly. If it is, have authorized personnel correct (with appropriate approval).

   - Have the system specialist place appropriate SAS file back into the CHCS.APPL.IMPORT directory for processing.

   - If it is built correctly and the DMIS ID file is incorrect, provide information through appropriate channels to the MILDEP so that this Class 1 file can be updated.

i. (W) SAS Record - S0124605.01 - 0124 - 031 Bad End. Effect. Date

1. This message indicates that a bad ending effective date (inactivation date) was provided for SAS 031 for DMIS ID 0124 in SAS file S0124605.01. The bad ending effective date was not processed into CHCS. An example of a bad ending effective date is 19969999.

Action: Contact the EAS POC with information so that a valid ending effective date can be supplied in new file.

j. (W) SAS Record - S0124605.01 - 0124 - 031 - ABAA Bad End. Effect. Date

1. This message indicates that a bad ending effective date (inactivation date) was provided for **Performing MEPRS code** ABAA for SAS/DMIS combination of 031/0124 in SAS file S0124605.01. The bad ending effective date was not processed into CHCS. An example of a bad ending effective date is 19969999.

Action: Contact the EAS POC with information so that a valid ending effective date can be supplied in new file.

k. (W) SAS Record - S0124605.01 - 0124 - 389 - **** - AAXA Bad End. Effect. Date

1. This message indicates that a bad ending effective date (inactivation date) was provided for **Requesting MEPRS code** AAXA with **** as the Performing MEPRS code. These codes are associated with SAS/DMIS ID combination of 031/0124 in SAS file S0124605.01. The bad ending effective date was not processed into CHCS. An example of a bad ending effective date is 19969999.

Action: Contact the EAS POC with information so that a valid ending effective date can be supplied in new file.

l. (E) SAS Record Rejected - S0120605.01 - 0120 - 001 - **** - BAAA - Rule 1 BAAA

1. This message indicates Requesting MEPRS code BAAA was rejected because of Business Rule #1, which states that only A*** codes are permitted as Requesting MEPRS for SAS codes that have Rule 1 associated with them in the NASDI Core file. Requesting MEPRS code BAAA was associated with a Performing MEPRS of ****. The SAS/DMIS combination is 001/0120. These codes were processed in SAS file S0120605.06.

Action: Contact the EAS POC with information. A new file may need to be created due to bad data.

m. (E) SAS Record Rejected - S0120605.01 - 0120 - 001 - **** - AAXA - Rule 28 AAXA

1. This message indicates Requesting MEPRS code AAXA was rejected because of Business Rule #28. Cost pool codes are only allowed for those SAS codes that have rule #28 associated with them in the NASDI Core file. This message indicates that cost pool codes (Rule 28) are not allowed for this SAS code (001). Requesting MEPRS code AAXA was associated with a Performing MEPRS of ****. The SAS/DMIS combination is 001/0120. These codes were processed in SAS file S0120605.06.

Action: Contact the EAS POC with information. A new file may need to be created due to bad data.

n. (E) SAS Record Rejected - S0120605.01 - 0120 - 002 - **** - ABAA - Rule 16 ABAA

1. This message indicates Requesting MEPRS code ABAA was rejected because of Business Rule #16, which states that only B*** codes are permitted as Requesting MEPRS for SAS codes that have Rule 16 associated with them in the NASDI Core file. Requesting MEPRS code BAAA was associated with a Performing MEPRS of ****. The SAS/DMIS combination is 001/0120 in SAS file S0120605.06.

Action: Contact the EAS POC with information. A new file may need to be created due to bad data.

o. (N) SAS Summary - S0121604.04 - 183 rec read, 183 rec expected

1. This message indicates the number of records read and the number of records expected. The number of records read should equal the number of records expected. The records expected is the total number of records and it is position 12-17 in the trailer record.

Action: Contact EAS POC if both numbers do not equal each other. A new file should be created.

p. (W) SAS Summary - S0121603.22 - 118 rec processed, 31 rec rejected

1. This message indicates how many records were processed and how many were rejected. The two numbers should equal the total number of records read.

Action: Check the exceptions under Category 2 via the WAM menu to see what the exceptions are and resolve appropriately.

q. SAS Processing Terminated - S0124606.18 - System Error - 19Jun1996@11:23

1. This message indicates that a system error occurred during the processing of the SAS file and provides the date and time that the error occurred.

Action: Contact the system administrator or software specialist and provide the information so it can be looked up in the error trap. Depending upon what the error is, the EAS POC may need to be contacted for a new file. Run the SAS file. Check the exception file for exception messages.

r. (E) SAS Del. Rejected - S0124607.19 - 0381 - 159 - AAAA - AAAA - No MEPRS match

This message is logged for DELETE transactions in the EAS SAS file. This message indicated that this record was not inactivated because the unique entry of DMIS 0381, SAS 159, PMEPRS AAAA, and RMEPRS AAAA could not be located in the CHCS SAS Detail file. This record does not exist in the SAS Detail file (38185.1); therefore, the record could not be inactivated.

Action: Contact the EAS POC with information. A new file may be needed.

s. (E) SAS Record - S0127607.18 - 0127 - 190 - ECHA - AADA - No End. Effect. Date

This message indicates no ending effective date was provided for the DELETE transaction. An ending effective date must be supplied for DELETE transactions in the EAS SAS file.

Action: Contact the EAS POC with this information. A new file may be needed.

t. (E) SAS Record - S0124607.18 - 0381 - 159 - AACA - AAAA - ICU AACA

This message indicates that this data record was rejected because the Performing MEPRS code AACA was an ICU MEPRS code. ICU MEPRS codes (e.g., AAH*,AAC*,ABC*,ADC*, and ADE*) should not be contained in the EAS SAS Detail file.

Action: Contact the EAS POC with this information. A new file may need to be transmitted. A correction may also need to be made on the EAS system.

u. (E) SAS Record - S0124607.18 - 0381 - 159 - AAAA - ADEA - ICU ADEA

This message indicates that this data record was rejected because the Requesting MEPRS code ADEA was an ICU MEPRS code. ICU MEPRS codes (e.g., AAH*,AAC*,ABC*,ADC*, and DE*) should not be contained in the EAS SAS Detail file.

Action: Contact the EAS POC with this information. A new file may need to be transmitted. A correction may also need to be made on the EAS system.

3. CATEGORY 3, STARS/FL CAC/JON FILE EXCEPTIONS:

This category contains all the exceptions created while processing the incoming STARS/FL file. This category is for Navy sites only. Remember that a new STARS/FL file is required, the file transfer between STARS/FL POC and CHCS is a manual process. The file is manually placed into the CHCS.APPL.IMPORT directory. The ETU software is not used.

NOTE: CHCS logs a new header and trailer message with a date/time stamp when processing the STARS/FL file. For the ASD to STARS/FL Compare Report, the existing header and trailer message will contain a date/time stamp. Any exception message that is logged for a particular

file will be displayed between the header and trailer messages. With these header and trailer messages, it can easily be determined which messages were logged for a particular file and at what time the file was processed. Examples:

(N) STARS/FL file 00183.JON - started at 5/16/97@0315
(N) STARS/FL file 00183.JON - completed at 5/16/97@0320

ADDITIONAL MESSAGES

a. (E) STARS/FL file 00183.JON not processed - WAM functionality off for division

1. This message is logged when the WAM functionality has not been turned on for Lead Division of 0124; which has the OBUIC of 00183, therefore, the incoming files will not be processed.

Action: Authorized personnel need to turn the WAM functionality on via the WAM Menu. Once WAM is "turned on", then the files will be processed at the scheduled time or the scheduled options can be tasked to run sooner.

b. (E) Cannot open STARS/FL MASTER FILE input file 00183.JON

1. This message is logged when the system cannot read the file because of the protections on the file.

Action: Contact the system specialist to have protections lowered on the file. The file will be processed at the time the scheduled option indicates. To process the files immediately, authorized personnel can start the task via TaskMan.

c. (E) STARS/FL Rec Rejected - 00183.JON - 00183 - 5 - 4AAAA - Bad FY 5

1. This message is logged when an invalid fiscal year is detected in the data record. CHCS will only enter/process data for the current fiscal year.

Action: Contact the STARS/FL POC with information so that the new file can be transmitted with correct data. The file will be processed at the scheduled time or the scheduled option can be tasked to run sooner.

d. (E) STARS/FL Rec Rejected - 00183.JON - 00182 - 6 - 4AAAA - Bad OB-UIC 00182

This message indicates that the OB-UIC code 00182 is invalid for file 00183.JON. The WJON-SN code associated with the bad code is 4AAAA and is for fiscal year 1996. If the following check fails, then this exception is logged:

1. The OB-UIC contained in the data record must match the value in the DCWID field for Group ID 0124 in the DMIS ID file (#8103). The STARS/FL file name 00183.JON contains the OB-UIC code, from there we go to the DMIS ID file to

find a match in the DCWID field. Find where DMIS ID=Group ID, then DCWID field for this record is the correct OB-UIC code of 00183. Therefore 00182 is a bad OB-UIC code.

Action: Contact the STARS/FL POC with information. A new file may need to be transmitted. If a new file is provided, the file will be processed at the scheduled time or the scheduled option can be tasked to run sooner.

e. (E) STARS/FL Rec Rejected - 00183.JON - 00183 - 6 - 4AAXS - Bad WJON-SN length

This message is logged during the WJON-SN validation when the length of the WJON-SN is less than five characters. A valid WJON-SN code is “4" plus a fourth-level MEPRS code (i.e., 4AAXA).

Action: Contact the STARS/FL POC with information. A new file may need to be transmitted. If a new file is provided, the file will be processed at the scheduled time or the scheduled option can be tasked to run sooner.

f. (E) STARS/FL Rec Rejected - 00183.JON - 00183 - 6 - 4AAXS - CAC not in Core file

This message is logged during the WJON-SN code validation when positions 1-4 of the WJON-SN cannot be located in the NASDI Core file (#8185) as a valid CAC code.

Action: Contact the STARS/FL POC with this information. A new file may need to be provided. If a new file is provided, the file will processed at the scheduled time or the scheduled option can be tasked to run sooner.

g. (E) STARS/FL Rec Rejected - 00183.JON - 00183 - 6 - 4AAQA - Bad MEPRS Code in WJON

This message is logged during the WJON-SN validation when one of the following checks fail:

1. Position 2-4 (i.e., 3rd level MEPRS AAX) may not exist (anywhere) in the MEPRS file (#8119).
2. Position 2-5 (i.e., 4th level MEPRS AAXS) may not be a valid MEPRS code in the MEPRS file for Group DMIS ID.

- The MEPRS code may not have been in the corresponding ASD file, therefore, the MEPRS code was not added to the MEPRS file.

- The MEPRS code may have been rejected when processing the corresponding ASD file. (See MEPRS exceptions in Category 1).

3. Position 2-5 (4th level MEPRS AAXS) may not be an active MEPRS code in the MEPRS file for Group DMIS ID.

4. When the special WJON-SN (i.e., "I/O" WJON, cost WJONs, 4FMB*) fails during the MEPRS check.

   Action: Check the MEPRS file to determine if #1 or #2 is the reason for the message. Contact the STARS/FL POC with information. A new file may need to be transmitted. If a new file is provided, the file will be processed at the scheduled time or the scheduled option can be tasked to run sooner.

h. (E) STARS/FL Rec Rejected - 00183.JON - 00183 - 6 - 4AAXS - Bad WJON UIC 00184

   1. This message is logged when the WJON-UIC code (i.e., 00184) in the data record indicated in the message does not match the WJON code (i.e., 00183) in that same data record.

   Action: Contact the STARS/FL POC with this information. The POC may send a new file. If a new file is provided, the file will be processed at the scheduled time or the scheduled option can be tasked to run sooner.

i. (W) STARS/FL Rec Rejected - 00183.JON - 00183 - 6 - 4ABAN - Bad MEPRS ABXN

   This message is logged when one of the following checks fail:

   1. The MEPRS ABXN is not a valid MEPRS in the MEPRS file (#8119) for the Group ID.

      a. The MEPRS code may not have been in the ASD file or the MEPRS code may have been rejected.

   2. The MEPRS ABXN does not match position 2-4 of WJON-SN 4ABAN.

   Action: Contact the STARS/FL POC with information. A new file may be transmitted. If a new file is provided, the file will be processed at the scheduled time or the scheduled option can be tasked to run sooner.

j. (W) STARS/FL Rec Rejected - 00183.JON - 0183 - 6 - 4AAAA - Bad CAC CODE in WJON-SN

   1. This message is logged if the CAC code (i.e., 4AAB) that is supplied in the STARS/FL file does not match position 1-4 of WJON-SN 4AAAA for that data record.

Action: Contact the STARS/FL POC with this information. A new file may need to be transmitted. If a new file is provided, the file will be processed at the scheduled time or the scheduled option can be tasked to run sooner.

k. (W) STARS/FL Summary - 00183.JON 198 recs read

1. This message indicated the number of records read for the file indicated in the message. In this example, 198 records were read for the file 00183.JON.

Action: No action required.

l. (W) STARS/FL Summary - 00183.JON 188 recs processed, 10 recs rejected

1. Review exceptions listed under Category 3 and resolve appropriately. If many records were rejected due to invalid MEPRS codes, determine if the corresponding ASD file was processed by checking Category 1. If an ASD file was not processed, this is probably the cause of the errors. The STARS/FL POC should have been contacted with the information that the ASD file did not process and indicated whether a new ASD file is being transmitted. If this did not occur, contact the EAS POC to determine if a new ASD file will be sent. If a new STARS/FL file is not required, then:

1) The system specialist can move the appropriate files from the CHCS.APPL.DELETE directory back into the CHCS.APPL.IMPORT directory.

Note: The files will only remain in the Import or Delete directories for 14 days, and then they are deleted.

- Make sure protections have been lowered.

- The files will be processed at the scheduled time or the appropriate options can be tasked off immediately.

Note: If the options are manually tasked off via TaskMan, the ASD file must complete processing before the processing of the STARS/FL file starts.

- Check the Exception Report via WAM menu to verify that all files processed correctly prior to initializing the data.

m. STARS/FL Processing Terminated - 00183.JON - System error - 19Jun1996@11:23

1. This message indicates that a system error occurred during the processing of the SAS file and provides the date and time of the system error.

Action: Contact the system specialist or software specialist and provide the information so it can be looked up in the error trap. Depending upon what the error is, the STARS/FL POC may need to be contacted for a new file. Run the STARS/FL file. Check exception file for exception messages and resolve appropriately.

n. (E) STARS/FL Rec Rejected - 68095.JON - D - 6 - 095 6 - Bad OB-UIC D
(E) STARS/FL Rec Rejected - 68095.JON - 4BEA - D - 6 - Bad OB-UIC 4BEA
(E) STARS/FL Rec Rejected - 68095.JON - 8095 - BLAB - Bad OB-UIC 8095
(E) STARS/FL Rec Rejected - 68095.JON - 8095 - - DBBA - Bad OB -UIC 8095
(E) STARS/FL Rec Rejected - 68095.JON - 4OCA - - 68 - Bad OB-UIC 4OCA
(E) STARS/FL Rec Rejected - 68095.JON - 095 6 - 4 ALAA - Bad OB-UIC 095 6
(E) STARS/FL Rec Rejected - 68095.JON - 095 6 - 4 FBK4 - Bad OB-UIC 095 6

1. These messages indicate that the format of the STARS/FL file is not correct. The format may not be correct for the following reasons:

   a) The data may not be aligned correctly.
   b) If the data is aligned correctly, there may be imbedded control characters (i.e., tabs, indents, carriage returns, etc.).

Action: 1) Contact the system specialist or software specialist immediately and provide information. The system specialist or software specialist should examine the file, which will only be located in the CHCS.APPL.DELETE directory for 14 days from the day it was processed.
2) Contact the STARS/FL POC with information so that a new file can be created and transmitted.
3) The files will be processed at the scheduled time or they can be tasked off immediately.

Note: If the options are tasked manually via TaskMan, the ASD file must complete processing before the processing of the STARS/FL file starts.

4) Check the Exception Report via the WAM menu to verify that all files processed correctly prior to initializing the data.

4. CATEGORY 4, WAM FILE SYNCHRONIZATION ERRORS:

This category contains all the messages created while comparing the incoming STARS/FL file to a corresponding ASD file, if one is located in the CHCS.APPL.DELETE directory. If a MEPRS code in the ASD file does not have a corresponding CAC code in the STARS/FL (CAC/JON) file, then an exception message is created for that MEPRS code. Below are examples of the messages. This category is for Navy sites only.

a. (W) * NO ASD FILE FOUND FOR STARS/FL CAC/JON FILE 00183.JON * - 6/15/97@0315

1. This message indicates that a corresponding ASD file was not located in the CHCS.APP.DELETE directory for the STARS/FL file. Files are deleted from the Delete and Import directories after 14 days.

Action: Contact the STARS/FL POC to find out if the STARS/FL file is a retransmission due to incorrect data in previous file. Determine if an ASD file should be present. If yes, contact the EAS POC. There should be coordination between EAS and STARS/FL regarding the addition and inactivation of MEPRS codes. The EAS POC should be contacting the STARS/FL POC when additions or inactivations of MEPRS codes occur.

b. (E) ASD - STARS/FL CAC/JON Compare Terminated - A0124605.03 Bad Header Record

1. This message indicates that the compare was terminated because the ASD file had an invalid Header Record. The header record could be invalid for the following reasons:

- The first position in the header record is not a "1", which indicates that it is a header a record.

- Group DMIS ID in position 2-5 of the header record does not match the Group ID in the file name (position 2-5).

Action: Contact the EAS POC to have a new file transmitted (though the EAS POC should already be aware of this problem with the ASD file). If the new ASD file has already been transmitted, the EAS POC will be able to provide the name of the new ASK file (i.e., A0124605.04). With this information the STARS/FL POC can examine the Category 4 messages to determine if there was a STARS/FL file ASD compare involving the new ASD file (i.e., A0124605.04). If the compare was already completed with the new ASD file, resolve any exceptions. If the compare was not done, then;

- determine if the ASD file was processed (ASD Summary Message under Category 1).

- if the file was processed, the system specialist can move the appropriate STARS/FL file back into the CHCS.APPL.IMPORT directory. The STARS/FL file can be processed immediately. Wait until its scheduled time to run that option.

  Note: The ASD file and STARS/FL files will only remain in the Delete directory for 14 days after processing before it is deleted.

- if the file was not processed, then the ASD file must complete processing before the STARS/FL file can be processed. The system specialist must place the appropriate STARS/FL file back into the CHCS.APPL.IMPORT directory. The STARS/FL file can process at the scheduled time or the scheduled option can be tasked off manually via TaskMan.

c. (E) ASD - STARS/FL CAC/JON Compare Terminated - A0124605.03 Bad Trailer Record

1. This message was logged because the first position in the trailer record is not a "9", which indicates that it is a trailer a record.

Action: Contact the EAS POC to have a new file transmitted (though the EAS POC should already be aware of this problem with the ASD file). If the new ASD file has already been transmitted, the EAS POC will be able to provide the name of the new ASD file (i.e., A0124605.04). With this information the STARS/FL POC can examine the Category 4 messages to determine if there was a STARS/FL file ASD compare involving the new ASD file (i.e., A0124605.04). If the compare was already completed with the new ASD file, resolve any exceptions. If the compare was not done, then;

- determine if the ASD file was processed (ASD Summary Message under Category 1).

- if the file was processed, the system specialist can move the appropriate STARS/FL file back into the CHCS.APPL.IMPORT directory. The STARS/FL file can be processed immediately or wait until its scheduled time to run the option.

  Note: The ASD file will only remain in the Delete directory for 14 days after processing before it is deleted.

- if the file was not processed, then the ASD file must complete processing before the STARS/FL file can be processed. The system specialist must place the appropriate STARS/FL file back into the CHCS.APPL.IMPORT directory. The STARS/FL file can process at the scheduled time or the scheduled option can be tasked off manually via TaskMan.

d. (W) * START OF ASD - STARS/FL CAC/JON COMPARE ** A0124605.03 TO 00183.JON * - 6/16/97@0315

1. This message is the header record for a compare between the ASD and STARS/FL (CAC/JON) files. For example, the associated ASD file for 00183.JON is

A0124605.03. The Group ID for OB-UIC 00183 is 0124. Hence, the associated ASD file is A0124605.03.

Action: No action is needed.

e. (E) MEPRS code AALZ has no matching CAC/WJON code

1. This message indicates that a corresponding CAC/WJON code (i.e., 4AALZ) could not be located for MEPRS code listed. Note that there are special checks for Dispositions and Inpatient WJON-SN, Cost Pool WJON-SN, and 4FMB* WJON.

Action: Provide a list of MEPRS code that did not have corresponding CAC code to the STARS/FL POC. A new file may be transmitted.

f. (W) * END OF ASD - STAR/FL CAC/JON COMPARE * - 6/16/97@0320

1. This message is the trailer record for the compare of the two files identified in the header record for the file compare.

Action: No action is needed.

g. If a STARS/FL file was processed and there is no exceptions in Category 4, view Category 1 exceptions to determine if there is an exception message indicating that the corresponding ASD file was not processed (i.e., cannot open file).

h. If there is a header and trailer record but no exception messages listed in between them, this indicates that a CAC code was located for all the valid MEPRS codes contained in the ASD file.

5. CATEGORY 5, CAC/JON PROCESSING IN DWAM:

This category contains all the exceptions created when a WAM user enters new data or edits existing data via the CAC/JON Enter/Edit option on the DWAM menu. Below are examples of the messages.

a. (W) CAC/JON modified - OB-UIC 00183 FY 6 WJON-SN 4AAAA
(W) Inactivated OB-UIC 00183 - 6 - 4AAAA - inact. date 09/30/96
(W) COST CENTER modified to XX - OB-UIC 00183 FY 6 WJON-SN 4AAAA

1. Message #1 is a header record and it indicates that a code was modified. In this example, WJON-SN 4AAAA was modified for OB-UIC 00183 for fiscal year 1996.
2. Message #2 indicates what information was modified. For OB-UIC code 00183 and for fiscal year 1996, WJON-SN 4AAAA was inactivated with a date of 09/30/96.
3. Message #3 indicates that the Cost Center was modified as well. It is now XX.

Action: Contact the STARS/FL POC with information.

b. (W) CAC/JON added - OB-UIC 00183 FY 6 WJON-SN 4IAAA
(W) Inactivated OB-UIC 00183 - 6 - 4IAAA - inact. date 09/30/96

1. Message #1 is a header record which indicates that a new code was added. The code that was added was WJON-SN 4IAAA for OB-UIC 00183 for fiscal year 1996.
2. Message #2 indicates that for this new code 4IAAA listed in message #1, the inactivation date is 09/30/96.

Action: Contact the STARS/FL POC with this information so that it can be added to the next STARS/FL file.

6. CATEGORY 6, SAS PROCESSING IN DWAM:

This category contains all the exception messages created when a WAM user was entering new data or editing existing data via the SAS Enter/Edit option on the DWAM menu. Below are examples of the messages.

a. (W) SAS 001 has been added - 6/16/97@0802
(W) New Code - Performing MEPRS AAAA added - SAS 001 - DMIS 0124
(W) New Code - Req. MEPRS AADA added - SAS 001 - DMIS 0124 - Perf. MEPRS AAAA

1. The first message is a header message which indicates that a new SAS code has been added.
2. The second message indicates that Performing MEPRS code AAAA was added to new SAS 001 for DMIS ID 0124.
3. The third message indicates that Requesting MEPRS AADA was added to Performing MEPRS code AAAA to new SAS 001 for DMIS ID 0124.

Action: Contact the EAS POC so that this information can be included in the next ASD and SAS files.

b. (W) SAS 008 related data has been modified for FY 96-4/14/96@0800
(W) Inactivated SAS 008 - 0124 - inact. date 05/01/96
(W) New Code - Performing MEPRS AAAA added - SAS 008 - DMIS 0124
(W) New Code - Req. MEPRS AADA added - SAS 008 - DMIS 0124 - Perf. MEPRS AAAA

1. The first message is the header message indicating related data for SAS 001 has been modified.
2. The second message indicates that SAS 008 for DMIS 01234 now has an inactivation date of 05/01/96.

3. The third message indicates that Performing MEPRS AAAA was added for SAS 008/DMIS 0124 combination.
4. The fourth messages indicates that Requesting MEPRS AADA was added for Performing MEPRS AAAA. The SAS/DMIS combination is 008/0124.

Action: Contact the EAS POC so that information can be included in the next EAS ASD and SAS files.

c. (W) SAS 001 related data has been modified for FY 96-4/14/96@0800
(W) Inactivated Perf. MEPRS **** - 001 - 0124 - inact. date 05/02/96
(W) Inactivated Req. MEPRS ABAA - 001 - 0124 - **** - inact. date 05/02/96

1. The first message is a header record for the next two lines, and it indicates that information relating to SAS 001 was modified.
2. The second message indicates that Performing MEPRS **** now has an inactivation date of 05/02/96. This Performing MEPRS is for the SAS/DMIS ID combination of 001/0124.
3. The third message indicates that Requesting MEPRS ABAA now has an inactivation date of 05/02/96. This Requesting MEPRS is for Performing MEPRS of **** for SAS/DMIS combination of 001/0124.

Action: Contact the EAS POC with this information so that it can be included in next EAS ASD and SAS files.

7. CATEGORY 7, INVALID MEPRS IN DWAM:

This category contains all the exception messages for invalid MEPRS when a WAM user tried to enter an invalid MEPRS via the SAS Enter/Edit or CAC/JON Enter/Edit options on the DWAM menu. Below are examples of the messages, and are broken out by option.

Messages for SAS Enter/Edit option:

a. (W) Rejected Code Req. MEPRS BBEA - SAS 003 - DMIS 0124 - Perf. MEPRS ****

This message indicates that Requesting MEPRS of BBEA was not added to the Performing MEPRS **** for the SAS/DMIS combination of 003/0124. The MEPRS code was rejected because BBEA was not in the Site Definable MEPRS file for this DMIS ID. The code may also be inactivated.

Action:

1. If the Exception message is not a result of a typo and there is a valid 3rd level MEPRS code, then contact the MEPRS officer to have the 4th level MEPRS code added or reactivated via the DA functionality.
2. Contact the EAS POC to provide data so that information can be added in the next EAS ASD and SAS Detail files.

b. (W) Rejected Code Performing MEPRS CCCC - SAS 003 - DMIS 0124

1. This message indicates that MEPRS code CCCC was rejected as a Performing MEPRS code for SAS 003 and DMIS ID 0124. In this example, CCCC is not a valid code for Group ID 0124. The MEPRS file (#8119) does not contain a MEPRS code CCCC for Group DMIS ID 0124. The code may also be inactivated. Therefore it was rejected.

Action:

1. If the Exception message is not a result of a typo and there is a valid 3rd level MEPRS code, then contact the MEPRS officer to have the 4th level MEPRS code added or reactivated via the DA functionality.
2. Contact the EAS POC to provide data so that information can be added in the next EAS ASD and SAS Detail files.

c. (W) Rejected Code Performing MEPRS CADA - SAS 171 - DMIS 0124

1. CADA was rejected as a Performing MEPRS code for SAS 171 and DMIS ID 0124. The MEPRS code CACA was invalid for Division 0124 because CADA was not present in the MEPRS file (#8119) for the Group DMIS ID 0124.
2. The MEPRS code may be inactive for the Group DMIS ID.

Action:

1. If the MEPRS code is not result of a typo and it is a valid request, then contact the site's MEPRS officer to have code added to the MEPRS file for the Group DMIS ID.
2. If it is a valid request, contact the MEPRS officer to reactivate the code via the DA functionality.
3. Contact the EAS POC with information so that it may be included in the next EAS ASD and SAS files.

d. (W) Rejected Code Performing MEPRS BCAA - SAS 171 - DMIS 0124

1. BCAA is invalid for Division 0124. It may not be in the MEPRS file as a 4th level MEPRS or the 3rd level MEPRS may not be in the MEPRS file.
2. The MEPRS code could be inactive for Group DMIS ID.

Action:

1. If the MEPRS code is not result of typo and it is a valid request, then contact the site's MEPRS officer to have code added to the MEPRS file for the Group DMIS ID.

2. If it is a valid request, contact the MEPRS officer to reactivate the code via the DA functionality.
3. Contact the EAS POC with information so that it may be included in the next EAS ASD and SAS files.

e. (W) Rejected Code R MEPRS BAAA - P MEPRS **** - SAS 001 - DMIS 0124 - Rule 1

1. This message indicates the Requesting MEPRS code BAAA was rejected because of Business Rule #1, which states that only A*** codes are permitted as Requesting MEPRS codes for SAS codes that have Rule 1 associated to it in the NASDI Core file. The Requesting MEPRS code BAAA was associated with a Performing MEPRS of ****. The SAS/DMIS combination is 001/0124.

   Action: No action required because data is invalid due to NASDI Core file screening.

f. (W) Rejected Code R MEPRS BAXA - SAS 001 - DMIS 0124 - Rule 28

1. This message indicates Requesting MEPRS code BAXA was rejected because of Business Rule #28, which states that cost pool codes are not allowed for this SAS code. Cost pool codes are only allowed for those SAS codes that have rule #28 associated with them in the NASDI Core file. The Requesting MEPRS code AAXA was associated with a Performing MEPRS of ****. The SAS/DMIS combination is 001/0124.

   Action: No action is required because data is invalid due to NASDI Core file screening.

g. (W) Rejected Code R MEPRS AAAA - P MEPRS **** - SAS 003 - DMIS 0124 - Rule 16

1. This message indicates the Requesting MEPRS code AAAA was rejected because of Business Rule #16, which states that only B**** are permitted as Requesting MEPRS for this SAS code that has Rule 16 associated to it in the NASDI Core file. The Requesting MEPRS code AAAA was associated with a Performing MEPRS of **** with a SAS/DMIS combination is 001/0124.

   Action: No action is required because data is invalid due to NASDI Core file screening.

h. (W) Rejected Code RMEPRS AAHA - PMEPS **** - SAS 001 - DMIS 0124 - ICU MEPRS

1. This message indicated that Requesting MEPRS code was rejected because it was an ICU MEPRS code. ICU MEPRS codes (AAH*,AAC*,ABC*,ADC*,ADE*) are

not allowed as Requesting MEPRS codes. For Requesting MEPRS AAHA, the associated data is Performing MEPRS code of *** for SAS code/DMIS ID pair of 001/0124.

Action: Contact the MEPRS officer with information. ICU MEPRS codes are not allowed as Requesting MEPRS.

I. (W) Rejected code PMEPRS AACA - SAS 001 - DMIS 0124 - ICU MEPRS

1. This message indicates that Performing MEPRS code was rejected because MEPRS codes (AAH*,AAC*,ABC*,ADC*,ADE*) are not allowed as Performing MEPRS codes. For Performing MEPRS AACA, the associated data is SAS/DMIS pair of 001/0124.

Action: Contact the MEPRS officer with this information. ICU MEPRS are not allowed as Performing MEPRS codes.

Messages from CAC/JON Enter/Edit option:

a. MEPRS code ABEA is invalid for this division.

1. Note that STARS/FL data is at the group level and for Navy sites only. This message is indicating that the MEPRS code is invalid for this division. It may not be valid because the MEPRS code is not in the Site Definable MEPRS file because it was not in the corresponding ASD file. If the code was in the ASD file but was rejected, then the third-level MEPRS was not present in the MEPRS file (#8119).

Action: If 3rd or 4th level MEPRS codes need to be added to the MEPRS file (#8119), then contact the site's MEPRS coordinator. Authorized codes can be added via the DA functionality.

Provide information to the EAS POC so information can be added to the next EAS ASD and SAS files.

8. CATEGORY 8, WORKLOAD DEVIATIONS:

A (W)arning is generated by SAS for each Performing MEPRS when the Raw/Statistic, Weighted or both Raw/Statistic and Weighted workload for that Performing MEPRS changes more than the amount specified in the WORKLOAD DEVIATION RANGE (%). This Workload Deviation Range (%) parameter is set in the Site Definition Parameters option in the WAM Workload Assignment Module Menu. A value of 15 - 25% can be specified for this parameter.

a. (W) SAS devi range exceeded - SAS XXX - PERF XXXX - Raw/Stat - Rpt Month XX/XX
(W) SAS devi range exceeded - SAS XXX - PERF XXXX - Weighted - Rpt Month XX/XX

(W) SAS devi range exceeded - SAS 420 - PERF DAAA - Raw/Stat - Rpt Month 06/96
(W) SAS devi range exceeded - SAS 420 - PERF DAAA - Weighted - Rpt Month 06/96

1. This message notifies managers of large month to month changes in workload. Managers should investigate the deviation to be sure that all workload is being reported accurately.

Action: Most templates are editable and supervisory personnel who have access to the workload templates can edit the workload to make adjustments up or down. If the template is non-editable, the source data must be modified and the data regenerated by reinitialization of the templates.

NOTE: If too many messages are being generated, the supervisor may request that the WORKLOAD DEVIATION RANGE (%) :be increased so that fewer Performing MEPRS are affected by the deviation.

9. CATEGORY 9, WORKLOAD DELINQUENCIES:

DELINQUENT END-OF-DAY PROCESSING: A (W)arning is generated for each MEPRS Code of the number of delinquent appointments in PAS for the month. Delinquencies are defined as any appointment that has an appointment status of PENDING or does not have a Provider.

a. (W) X EOD process incomplete,SAS XXX,Request MEPR,Rpt Month XX/XX,Current date
---
(W) 1 EOD process incomplete - SAS 002 - Req BGAA - Rpt Month 01/96 (23Feb96)

Action: 1. Use the PAS EOD End-of-Day Processing option to correct all the deficiencies.
2. Initialize all the templates using the WAM option #4 Manage Template.
3. Verify that the total appointments in SAS 003 agrees with the TOTAL in the Worldwide Workload Report in PAD.

NOTE: SAS 002 only contains Outpatient visits. SAS 003 contains BOTH Inpatient and Outpatient visits.

10. CATEGORY 10, TEMPLATE STATUS:

DATA GENERATION: A pair of (N)otification Messages are generated each time the WAM templates are I-initialized for a month for a Division/DMIS ID or a background data and regeneration is done. There are separate messages for the start date/time and the end date/time.

a. (N) Data generation for division (DMIS ID) month (Generation Month) - started (Date/time)
(N) Data generation for division (DMIS ID) month (Generation Month) - ended (Date/time)

(N) Data generation for division 0124 month 04/96- started 05/03/96@1319
(N) Data generation for division 0124 month 04/96- ended 05/03/96@1335

Action: 1. If there is a start date/time and no end date/time, check the grid in WAM Option 1 (Edit Templates) to see if SAS's are still being added to the grid. If they are, it indicates that initialization is still processing.
2. If there is No start date/time or end date/time message, notify the system manager or software specialist to:

- Verify that TaskMan is operating.

- Check the error trap. If an error has occurred notify the support center.

11. CATEGORY 11, STARS/FL ASCII FILE CREATION:

FILE CREATION: A pair of (N)otification Messages are generated each time an ASCII file is created. There are separate messages for the start date/time and the end date/time.

For Navy sites, the STARS/FL ASCII file should be generated BEFORE the EAS ASCII file, because the EAS file transmission (Category 12) changes the template status from (A)pproved to (T)ransmitted. Since the STARS/FL report is due to higher headquarter on the second day of the month and EAS is not due until the 5th, the STARS/FL file should always be operationally sent before the EAS file. The STARS/FL ASCII file can only be created for a Lead Division/CHCS Group.

a. ASCII file [DISK]$LOG:[CHCS.APPL.EXPORT](WRK)(UIC).(MMM) has been successfully assigned Task number XXXXXX

Where the data between "()" contains the STARS/FL filename. WRK represents the Workload file, the UIC is the 5 digit Unit Identification Code and MMM represents the month. An example of a January Workload file for UIC 00168 would be: WRK00168.JAN

1) (N) Creation of ASCII file (filename) is in progress - started (Date/time)
2) (N) Creation of ASCII file (filename) was successful - ended (Date/time)
1a) N) Creation of ASCII file WRK00168.APR is in progress - started 05/02/96@1901
2a) (N) Creation of ASCII file WRK00168.APR was successful - ended 05/02/96@1805

This is a very important message in monitoring the WAM workload data generation. If this pair of messages does not appear after the scheduled data regeneration date, it means that the scheduled task DG NASDI SCLE Data Generator did not successfully complete. Consult the software or system specialist for reasons of it's failure as well as rescheduling the task.

Action: 1. If there is No start date/time or end date/time message, the system manager should Verify that TaskMan is operating, if Taskman is not running, then restart it.
2. Check the error trap. If an error has occurred, notify the support center.

b. NO DETAIL RECORD. A (W)arning message is generated if a request to generate a STARS/FL file is requested, but the system does NOT find any data to report. When this occurs, the BLANK file containing only header and trailer records is automatically deleted.

1) (W) File (filename) has no detail record and was deleted, not transmitted
---
1a) (W) File WRK00183.APR has no detail record and was deleted, not transmitted

Action: 1. Check to see that the Template Status has been changed for all the CAC/JON's to be transmitted to Approved.
2. Verify that TaskMan is operating, If not, then restart it.

==========

c. STARS/FL (R)ETRANSMISSION: A (W)arning message is generated when a STARS/FL file has been retransmitted to alert managers that the Worldwide Workload Report, which also generates an ASCII file, may also need to be retransmitted to reflect the changed workload which necessitated the retransmission.

1) (W) File (filename) has been re-transmitted. Recommend retrans WWR data.
---
2) (W) File WRK00183.APR has been re-transmitted. Recommend retrans WWR data.

Action: 1. Analyze the reason for the STARS/FL retransmission and retransmit the WorldWide Workload Report, if necessary. The menu path to recalculate the WWR is: PAD > IRM > WLR and to retransmit the ASCII file is PAD > IRM > CMF.

==========

d. ASCII OPEN FILE ERROR. An (E)RROR message will be generated if the system can not open the file.

1) (E) ASCII file (filename) cannot be open - started (Date/time)
---
2) (E) ASCII file [DISK]$LOG:[CHCS.APPL.EXPORT](WRK)(UIC).(MMM) cannot be open - started 05/05/96@19001

Action: 1. Notify your software specialist to check the error trap.

- If an "OPEN" error occurs, the file is NOT created. First ensure the file is not full. Second, ensure the Privilege of TaskMan is correctly set up to be able to open the file.

- If the error can not be resolved, notify the support center.

12. CATEGORY 12, EAS ASCII FILE CREATION:

FILE CREATION: A pair of (N)otification Messages is generated each time an ASCII file is created. There are separate messages for the start date/time and the end date/time.

For Navy sites, the STARS/FL ASCII file should be generated **BEFORE** the EAS ASCII file, because the EAS file transmission (Category 12) changes the template status from (A)pproved to (T)ransmitted. Since the STARS/FL report is due to higher headquarter on the second day of the month and EAS is not due until the 5th, the STARS/FL file should always be operationally sent before the EAS file. An EAS File can only be transmitted/retransmitted for a Lead Division/CHCS Group.

a. ASCII file [DISK]$LOG:[CHCS.APPL.EXPORT](W or X)(DMIS ID) (Fiscal Year)(Fiscal Month).DDV has been successfully assigned Task number XXXXXX

Where the data between "()" contains the EAS filename. W represents the initial Workload file and X an retransmission, DMIS ID is the 4 digit code for the CHCS Group and DDV represents the day of the month of transmission and the version (beginning with "a" then "b" etc). An example of an April 96 initial Workload file for Lead Division/Group DMIS ID 0124 generated on 7 May 96 would be:

W012467.07A as April 96 is the seventh fiscal month of fiscal year 96.

b. (N) Creation of ASCII file (filename) is in progress -started (Date/time)
(N) Creation of ASCII file (filename) was successful - ended (Date/time)

(N) Creation of ASCII file W012467.07A is in progress - started 05/02/96@1901
(N) Creation of ASCII file W012467.07A was successful - ended 05/02/96@1805

Action: 1. If there is No start date/time or end date/time message, the system manager should Verify that TaskMan is operating, if Taskman is not running, then restart it.
2. Check the error trap. If an error has occurred, notify the support center.

c. NO DETAIL RECORD. A (W)arning message is generated if a request to generate a EAS file is requested, but the system does NOT find any data to report. When this occurs, the file BLANK file containing only header and trailer records is automatically deleted.

1) (W) File (filename) has no detail record and was deleted, not transmitted
---
(W) File W012467.07A has no detail record and was deleted, not transmitted

Action: 1. Check to see that the Template Status has been changed for all the SAS's to be transmitted or Approved.
2. Verify that TaskMan is operating, if Taskman is not running, then restart it.

==========

d. EAS (R)ETRANSMISSION: A (W)arning message is generated when an EAS file has been retransmitted to alert managers that the Worldwide Workload Report, which also generates an ASCII file, may also need to be retransmitted to reflect the changed workload which necessitated the retransmission.

1. (W) File (filename) has been re-transmitted. Recommend retrans WWR data.

(W) File W012467.07A has been re-transmitted. Recommend retrans WWR data.

Action: 1. Work with the software or system specialist to analyze the reason for the EAS retransmission and retransmit the WorldWide Workload Report, if necessary. The menu path to recalculate the WWR is: PAD > IRM > WLR and to retransmit the ASCII file is PAD > IRM > CMF.

e. ASCII OPEN FILE ERROR. An (E)RROR message will be generated if the system can not open the file.

1) (E) ASCII file (filename) cannot be open - started (Date/time)

(E) ASCII file DISK$LOG:[CHCS.APPL.EXPORT]W01246.07A cannot be open - started 05/05/96@1901

Action: 1. Ask software specialist to check the error trap.

- If an "OPEN" error occurs, the file is NOT created. First ensure the file is not full. Second, ensure the Privilege of TaskMan is correctly set up to be able to open the file.

- If the error can not be resolved, notify the support center.

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Appendix E: Business Rules for DMIS ID/GROUP ID Alignment

Business Rules for Defense Medical Information
System Identification (DMIS ID)/GROUP ID and Divisions

As part of the Workload Assignment Module (WAM) development effort, the need to properly use DMIS and GROUP ID's to define Medical Center Divisions (MCD's) has been noted. Many Composite Health Care System (CHCS) sites have been identified as having:

- multiple divisions with identical DMIS/GROUP ID combinations.
- one division defined when it should be several divisions with unique DMIS/GROUP ID combinations.
- a division is defined with an invalid combination of DMIS ID and GROUP ID.

These scenarios will create workload reporting inaccuracies with the advent of the WAM functionality.

In reference to use of DMIS IDs, GROUP Ids, Medical Center Division (MCD) and related files, the following business rules apply:

BUSINESS RULES

General:

1. "The CHCS Database must have the correct MTF Division DMIS Ids and Medical Treatment Facility (MTF) DMIS Group Ids, fourth level MEPRS Codes and MTF Unit Identification Codes (UICs).

   The WAM interface is designed to identify erroneous data and will not allow activities to process or interface into the MEPRS EAS III and STARS/FL if errors are found. The CHCS Workload Assignment Module (WAM) interface will be the primary source for MEPRS and STARS/FL workload reporting. It is essential that each reporting activity validate the CHCS database to ensure workload reporting compliance."

   Source: RQMTS-95-80, "FY96 MEPRS Guidance", dated 9/8/95

DMIS ID/Group ID Codes:

2. Each MTF has a unique DMIS ID.

3. Each DMIS ID must have an associated GROUP ID.

4. GROUP ID defines the roll-up level for workload reporting.

5. Each DMIS ID/GROUP ID combination must be Branch of Service specific (i.e., Army DMIS Ids roll-up only to Army GROUP Ids).

6. A GROUP ID will only roll up to itself (i.e., no "tertiary roll-up" relationships).

7. (Navy Each GROUP ID has a unique Operating Budget Unit Identification Code Only)(OB-UIC). The OB-UIC maps to the DMIS ID file via the Direct Care Workload Identification (DCWID) field, and the OB-UIC and DCWID are one-and-the-same (i.e., OB-UIC = DCWID).

Medical Center Division (MCD):

8. Each division must have a unique DMIS ID.

9. Each division must have a unique combination of DMIS ID/GROUP ID (for active divisions).

10. Once a DMIS ID is entered for a Division, CHCS will automatically "stuff" (enter) the associated GROUP ID in the GROUP ID field. (effective with CHCS Version 4.5)

11. Once entered for a division and the MCD entry has been filed, the DMIS and GROUP ID for the division can only be modified via a Support Center call and programmer access.

12. When a division in the MCD file has the DMIS ID = GROUP ID, then that division is considered to be the Parent Division within that GROUP ID. For MEPRS purposes, it is the MTF that reports to the Department of Defense (DoD).

13. In the MCD file, only one active division may be flagged as the Managed Care Program (MCP) Division (i.e., have the field MCP DIVISION: set to YES).

14. When a GROUP ID is changed for a division, all associated MEPRS codes must be rebuilt under the new GROUP ID.

15. Divisions may only be inactivated, not deleted.

16. Divisions may not be inactivated until all associated locations have been inactivated or re-pointed to another active division (needs to be implemented).

A combination of automated and manual interventions will be used to make corrections to existing file and table builds to support these Business Rules.

17. Divisions may not be inactivated until all active providers and users have been re-pointed to other divisions (needs to be implemented).

18. In the MCD file, when inactivating a division, the associated DMIS ID can be assigned to another Division.

MEPRS Codes:

19. Each fourth-level MEPRS code must be unique within a GROUP ID.

20. MEPRS codes, Hospital Locations, and Service/Department entries are related through pointers to the division and/or GROUP ID. These relationships should be consistent, i.e., the Service defined for a MEPRS code should be the same as the Service defined in the Hospital Location which uses that MEPRS code. Correspondingly, both the Service and it's Hospital Location should point to the same Division. (needs to be implemented).

Hospital Location:

22. PHR: Hospital Location and the IV Location or Ward Groups to which they are assigned, must be linked to the same division.

23. PHR: Ward or IV Location Groups must be associated with an inpatient site (Unit Dose or IV Room) that is linked to the same division.

Ambulatory Procedure Visit:

NOTE: Workload count is now generated in SAS 002 when a PAS user schedules an APV patient in a clinic with a Location Type of Ambulatory Procedure Unit (APU) and the following conditions are met: 1) The visit has values entered for appointment day/time, provider and appointment type. 2) The visit has an appointment status of KEPT.

24. APVs will always have a Patient Status of Outpatient, SAS 002 and SAS 003 will always be equal for workload reported under a MEPRS code in Pattern B**# (i.e. BBA5). The "Is this visit Related to the Inpatient Episode of Care?" prompt will never appear for an APV patient at the time of check-in.

25. Patients who are not dispositioned from the APU and are admitted to the MTF will receive an APV and an Occupied Bed Day (OBD) workload count.
- OBDs will be reported under SAS 001 under the A-level MEPRS code to which the patient is admitted.
- APVs will be reported under SAS 002/003.
- Minutes of Service and Number of Patients will be reported under DoD SAS 059 AMB Procedure Unit: Minutes of Service and # of Patients. DoD SAS 059 and its service-specific sister SAS's will have a Performing MEPRS of DGA*.

SAS 001 OCCUPIED BED DAYS

CHCS does NOT allow workload to be attributed to Cost Pools except for Pharmacy Bulk Issues. SAS 001 reports OBDs by the Referring MEPRS/Clinical Service. OBDs of patients care for tin wards that are Cost Pools, are contained within the OBDs of SAS 001. They are also reported AGAIN under MTF specified cost pool SAS's. To count SAS 001 and the Cost pool SAS's, would thus be double counting.

SAS 005 ANCILLARY RAW AND WEIGHTED PROCEDURES

1. SAS 005 is not editable. It is a system generated rollup of all Ancillary SAS's. If the Workload is in the Ancillary SAS's is counted, SAS 005 should NOT be counted as that would double count the workload.

2. The RMEPRS of the individual Ancillary SAS's are reported as the PMEPRS in SAS 005. The following is an example:

SAS	System	Performing MEPRS	Performing MEPRS	Raw Wkld	Weighted Wkld
420	PHR	DAAA	A,B,C, D,F,G*	2250	3500
440	LAB	DBAA	A,B,C, D,F,G*	2000	2500
460	RAD	DCAA	A,B,C, D,F,G*	1700	2250
005	Ancillary	N/A	DAAA	2500	3500
			DBAA	2000	2500
			DCAA	1700	2250

Appendix F: WAM
Business Rules for SAS Data Calculations

1. A valid 1st position MEPRS code for Inpatient Bed Days.
2. Includes Bed Days.
3. Includes Bassinet Days (ADB, AGH).
4. Excludes Bassinet Days.
5. Includes RON Admissions.
6. Excludes RON Admissions.
7. Dispositions as of EOM.
8. Source of Admission = "L" Livebirth.
9. Source of Admission = Transfer in.
10. Disposition Type = "Died".
11. Disposition Type = Transfer Out.
12. Excludes Bassinet Days for ADB and AGH.
13. ICU Admissions (AAH, AAC, ABC, ADC and ADE) calculated against Referring (Requesting) Admitting "A" MEPRS Code.
14. ICU Dispositions (AAH, AAC, ABC, ADC and ADE) calculated against referring (Requesting) Dispositioning "A" MEPRS Code.
15. ICU Bed Days (AAH, AAC, ABC, ADC and ADE) calculated against Referring (Requesting) "A" MEPRS Code.
16. "B" - valid 1st position MEPRS Code for Outpatient Visits.
17. Includes Consults, Kept and Walk-in Visits.
18. Includes Inpatient Visits.
19. Raw and Weighted have same value.
20. SAS 005 is the accumulation of all ancillary service workload by 4th level performing MEPRS code.
21. Raw = # Cases Weighted = Minutes of Service.
22. Radiology: Exam Only = 1 Read Only = 1 Read/Exam = 1* *Credit of 1 is not attributed until exam is read.
23. Ancillary workload for an ICU Ward Location is attributed to the Referring "A" Level (Non-ICU) MEPRS Code.
24. ICU Hours of Service are attributed to the Referring "A" Level (Non-ICU) MEPRS Code.
25. SQ Ft Data "copied" from month to month (once initialized).
26. Calculated per Reservist Provider Flag and parameters.
27. Total units per MEPRS Code.
28. Cost Pool Codes allowed.
29. Raw = # of Patients, Weighted = Minutes of Service.

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